



# THE COORDINATING & DEVELOPMENT CORPORATION

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**Mayor Lorenz J. Walker**  
Interim President and CEO

## SEVENTH PLANNING DISTRICT CONSORTIUM WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Wednesday, June 22, 2016, at 11:30 a.m.

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

### I. CALL TO ORDER, INVOCATION, AND ROLL CALL:

Mrs. Nada Percival, Vice-President, Division of Workforce Development, for The Coordinating and Development Corporation, called the meeting to order at 11:30 a.m. Mr. Dan Caldwell, Vice-Chairman for the Seventh Planning District Consortium Workforce Development Board, gave the Invocation. Mrs. Susan Butler, Secretary to the Workforce Development Board called roll and recorded the Minutes. Mrs. Nada Percival introduced Mr. Herman Vital, Assistant Director, Department of Community Development for the City of Shreveport, as our special guest.

Members in Attendance: Robert Anglin, Julie Bass, Dan Caldwell, Deborah Cloud, Lionel Fraser III, Lynne Given, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Brent Moreland, William T. Reynolds, Bruce Roberts, Clifton Starks, John "Chuck" Vaughan III, and Mary Winget.

Members Not in Attendance: Dianne Clark, Zachary Daniel, Mary Duncan, Eugene Fremeaux II, G. Kent Gibson, Patricia Moore, John Morgan, and David "Rocky" Rockett.

Staff in Attendance: Nada Percival, Sue Butler, Daniel Hodson, Jackie Kelly, Angie Rymer, and Craig Sheppert.

Guests in Attendance: Corine Ambler (Shreveport Job Corps), Gayle Flowers (Bossier Parish Community College), and Herman Vital (The City of Shreveport).

### 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 January 27, 2016, Workforce Development Board Meeting:  
Mrs. Percival presented the Workforce Development Board Meeting Minutes dated January 27, 2016, in printed form without modification. Mrs. Percival asked for a motion to approve the Minutes. Mr. Clifton Starks motioned to approve, and Mr. Bruce Roberts seconded the motion. The motion was unanimously approved. Board members that approved the Minutes were: Robert Anglin, Julie Bass, Dan Caldwell, Deborah Cloud, Lionel Fraser III, Lynne Given, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Brent Moreland, William T. Reynolds, Bruce Roberts, Clifton Starks, John "Chuck" Vaughan III, and Mary Winget. There were no questions, no abstentions, and no oppositions.
2. Approval of Chief Elected Official Board Agreement for the Seventh Planning District Consortium Workforce Development Board:  
Mr. Daniel Hodson, Local Area Coordinator for The Coordinating and Development Corporation, presented a revised copy of the Chief Elected Official/Board Agreement for the Seventh Planning District Consortium Workforce Development Board, in printed form with modification. Mrs. Percival asked for a motion to approve the Chief Elected Official/Board Agreement, Mrs. Lynne Given motioned to approve and Mr. Brent Moreland seconded the motion. The motion was unanimously approved. Board members that approved the Chief Elected Official Board Agreement were: Robert Anglin, Julie Bass, Dan Caldwell, Deborah Cloud, Lionel Fraser III, Lynne Given, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Brent Moreland, William T. Reynolds, Bruce Roberts, Clifton Starks, John "Chuck" Vaughan III, and Mary Winget. There were no questions, no abstentions, and no oppositions.
3. Approval of Signature for the Chief Elected Official Board Agreement for the Seventh Planning District Consortium Workforce Development Board:  
In the absence of our Chairman Mr. Zachary Daniel, Mr. Dan Caldwell, Vice- Chairman, was asked to sign the revised Chief Elected Official/Board Agreement. Mrs. Percival asked for a motion authorizing Mr. Dan Caldwell to sign the revised Chief Elected Official/Board Agreement. Mrs. Mary Winget motioned to approve and Mr. Jacques Lasseigne, Jr. seconded the motion. The motion was unanimously approved. Board members that approved for Mr. Dan Caldwell to sign the revised Chief Elected Official/Board Agreement were: Robert Anglin, Julie Bass, Deborah Cloud, Lionel Fraser III, Lynne Given, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Brent Moreland, William T. Reynolds, Bruce Roberts, Clifton Starks, John "Chuck" Vaughan III, and Mary Winget. There were no questions, no abstentions, and no oppositions.
4. Approval of Eligible Programs at Louisiana Tech University:  
Mr. Craig Sheppert, EO Coordinator/Monitor for The Coordinating and Development Corporation, presented the approval of programs at Louisiana Tech University, in printed form without modification.

The programs to be approved are: Online Comp TIA Security +Prep for Certification, Industry Specific Lean Manufacturing, Online Certified Freight Broker/Agent, Online Comp TIA A+ Certification Prep Tr, Online Medical Transcription and Terminology, Professional Business Writing Certification, Lean or Six Sigma Master Certification, Online Certified Green Supply Chain Prof, Online Comp TIA Network +Prep Training Certificate, Online Home Inspection Certificate, Online Veterinary Assistant Certification, and The SHRM Learning System Course.

Mrs. Percival asked for a motion to approve the Programs at Louisiana Tech University. Mr. Clifton Starks motioned to approve, and Mr. Dan Caldwell seconded the motion. The motion was unanimously approved. Board members that approved the Approval of Programs at Louisiana Tech University were: Robert Anglin, Julie Bass, Dan Caldwell, Deborah Cloud, Lionel Fraser III, Lynne Given, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Brent Moreland, William T. Reynolds, Bruce Roberts, Clifton Starks, John "Chuck" Vaughan III, and Mary Winget. There were several questions, no abstentions, and no opposition.

5. Proposed Budgets and Operating Statements:

Mrs. Percival presented the Proposed Budgets and Operating Statements for the period of July 1, 2016 through June 30, 2017, in printed form without modification. Mrs. Percival asked for a motion to approve the Proposed Budgets and Operating Statements. Mr. Robert Anglin motioned to approve and Mrs. Julie Bass seconded the motion. The motion was unanimously approved. Board members that approved the Proposed Budgets and Operating Statements were: Robert Anglin, Julie Bass, Dan Caldwell, Deborah Cloud, Lionel Fraser III, Lynne Given, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Brent Moreland, William T. Reynolds, Bruce Roberts, Clifton Starks, John "Chuck" Vaughan III, and Mary Winget. Mrs. Percival also briefly discussed Youth Contracts and Work Experience. There were no questions, no abstentions, and no oppositions.

b. **OTHER REPORTS:**

1. Activities Report and WIOA Regional/Local Plan:

Mr. Daniel Hodson said that we had 293 active participants in the WIOA program, 92 Adults, 147 Dislocated Workers, and 54 Youth. Currently, there are 145 participants in Classroom Training. We have 11 active On-the-Job Training Contracts, three in Caddo Parish, one in Claiborne Parish, one in Lincoln Parish, and one in Webster Parish, and two more forthcoming. Mr. Hodson stated that we have six active participants in the OJT program, and have obligated \$88,060 and have reimbursed those employers \$13,704.

Mr. Hodson then directed the Board's attention to a draft version of the WIOA Regional/Local Plan. He said under the Workforce Innovation and Opportunity Act (WIOA), the Local Workforce Development Areas (LWDAs) in the State of Louisiana must submit a Regional/Local Plan to the Louisiana Workforce Commission (LWC) that outlines a four-year strategy for the Region's workforce development system. The publicly funded workforce development system is a network of Federal, State, and Regional/Local agencies and organizations that provide a range of employment, education, training, and related services and support to help all job-seekers secure good jobs while providing businesses with the skilled workers they need to compete in the global economy. Each Region in Louisiana must have approved Regional/Local Plans in place to receive funding for core programs.

He stated that over the next several weeks CDC, the City of Shreveport, along with other core and program partner agencies will be meeting to discuss their role in establishing this Plan. He stated that a finalized copy of the Plan would be submitted to the Louisiana Workforce Commission in Baton Rouge by July 30, 2016. He encouraged all the Board members to read the Plan and forward their comments back to us within 30 days of the due date. A joint meeting of both Region 7 Boards would be called to approve the final version of the Plan sometime in August of 2016. There were no questions.

2. Youth Report:

Mrs. Angie Rymer, Youth Recruiter for The Coordinating and Development Corporation spoke briefly on Active Youth Enrollment for the Parishes of Bossier, Caddo, Claiborne, DeSoto, Lincoln, Natchitoches, and Webster. She said that we have 16 enrolled in Work Experience; 4 worksites are pending; 7 have earned their HiSET; 4 have completed technical training programs; and 4 have earned a Bachelor's Degree. She said that our Youth Program is partnering with Louisiana Rehabilitation Services (LRS) this year. Area Youth once approved by LRS (which have to be continuing in high school) would be enrolled by CDC and sent to their worksites. Each Youth would work at their jobsites for a period of 8 weeks. She stated that the age group for the LRS Youth Program is 16 to 21 years of age, whereas, our WIOA Work Experience age requirement is 18 to 24 years of age. There were no questions.

3. Business Services Update:

Mr. Jacques Lasseigne Jr., Regional Industry Coordinator for the Louisiana Workforce Commission, said that the Regional Business Services Team and many other entities and partnerships hold their meetings once every two months. He stated that our Business Services Team was recognized as a top performing team by the Baton Rouge Administrative Office and was asked to give a special presentation at the Statewide Business Services Training in Marksville, LA. An employer seminar was held at Northwest LTC-Minden Campus on June 8, 2016, with 20 employers attending. Mr. Lasseigne said there were four excellent speakers and the topics covered were: Hiring Individuals with Barriers to Employment; What's New with the Louisiana Workforce Commission; ABC's of Workers' Compensation; and Employment Laws Update.

Mr. Lasseigne said that he visited with two employers that were interested in the WorkKeys Testing - Roseburg Forest Products and Ardagh Glass. Our Business Services Representative for that area, Miss Michelle Broussard, contacted Mr. Doug Postel, Director of the Louisiana Delta LTC Campus in Ruston, to check into Workkeys Testing at that location. Mr. Postel replied in the affirmative and the details were forwarded to these companies. He stated Ardagh Glass in Simsboro, manufactures glass containers, bottles, and jars and was interested in our Business Services. Their entry level positions started at \$18.00 an hour and they were also looking for candidates that have some sort of a credential such as Associate's Degree, Vo-Tech Certificate, or a Bachelor's Degree. Mr. Lasseigne commented that a Sector Partnership Initiative Consultation Conference Call was held on June 6 and June 15, 2016. Those present were the Consultant, WDB Directors, Local Area Coordinators, and the Regional Industry Coordinator. On June 19, 2016, a third meeting was called which was a face-to-face meeting with Mr. John Melville, our Consultant for the Sector Partnership Initiative. Those present at that meeting were WDB Directors, Local Area Coordinators, the Regional Industry Coordinator, local LWDA 70 and 71 staff members, and two local economists. Mrs. Percival noted that they were looking for an economist, preferably someone who was good with numbers and could explain what was behind the numbers. She said there would be a major Sector Partnership meeting on August 18, 2016, and local Workforce Development Board members, as well as, members of the Regional Business Services Team, would be invited to that meeting. There were no questions.

4. Formation of a Youth Standing Committee.

Mrs. Percival stated that before we start the procurement of Youth Services, one of the requirements is to have a Youth Standing Committee. She said that one Board member is obligated to be on that Committee, and they also need a Chairman.

She asked the Board to respond back to her if anyone was interested to serve on that Committee or if they knew someone they could recommend. Mrs. Lynne Given asked if they were looking for someone already involved with Youth employment. Mrs. Percival replied that anyone connected to Youth in any way would be a good candidate. There were no more questions.

5. Monitoring Report:

Mr. Sheppert talked briefly about the Workforce Innovation Opportunity Program (WIOA) that will be implemented July 1, 2016. This Program would provide employment and training services to SNAP recipients ages 18 to 49 years old who are Able-Bodied Adults Without Dependents. Mr. Sheppert stated that Louisiana Workforce Commission staff visited our offices last year to conduct a fiscal monitoring on our WIOA program. Their final report contained some deficiencies in our administrative policies and procedures that we need to update. As a result of the Workforce Commission's final Monitoring Report, CDC would be developing written policies on the use of Eligible Training Providers, supportive services for WIOA participants, procedures for issuing Individual Training Accounts to participants, and procedures on how OJT contracts are to be implemented. He said that the Workforce Commission's review identified no questionable or disallowed use of WIOA funds. There were no questions.

#### IV. OTHER BUSINESS

- a. Mrs. Percival reminded the Board that, as active members of the Workforce Development Board, they were required by law to have filed a Personal Financial Disclosure Form by May 15, 2016. She requested for those that have not completed this form, to please do so, and send it in immediately. She said that Board members could obtain the Personal Financial Disclosure Form through our office. The forms could be mailed or faxed to the Board of Ethics at: *Louisiana Board of Ethics, P. O. Box 4368, Baton Rouge, LA 70821, Fax: (225) 381-7271.*
- b. Mrs. Percival also reminded the Board to take the Ethics Training that is due by December 31, 2016. The Ethics Training was available online: [www.http://ethics.la.gov/SeminarRegistration](http://ethics.la.gov/SeminarRegistration). She said this is very important, and failure to comply with the training could result in a serious fine.
- c. The Lincoln Parish Office located at 307 North Homer Street, Suite 307, Ruston, LA is closed. The office has relocated to 105 Harvey's Way, Minden, LA 71055, temporarily, until a new location in Lincoln Parish becomes available.
- d. Documents included in the packet were: Agenda, Minutes, Progress Status Report, Operating Statements and Proposed Budgets, Chief Elected Official/Board Agreement, Eligible Programs from Louisiana Tech University, Activities Report, Draft Copy of the WIOA Regional/Local Plan, Active Youth Enrollment, Copy of H. R. 803-33 referencing Standing Committees, Board Membership Ethic Requirements, Monitoring Report Letters from LWC and CDC, Work and Career Requirements for ABAWD SNAP Participants, and newspaper articles collected during the most recent quarter from all ten (10) parishes on employment and training activities throughout Northwest Louisiana.

#### V. NEXT WORKFORCE DEVELOPMENT BOARD MEETING:

A Joint Workforce Development Board Meeting for LWDA 70 and 71 is tentatively scheduled for August 2016.

**VI. ADJOURNMENT:**

There being no further business, Mrs. Nada Percival adjourned the meeting at 1:10 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, June 22, 2016. A quorum was present.



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Susan Butler  
Workforce Development Board Secretary