



**THE
COORDINATING & DEVELOPMENT CORPORATION**

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President & CEO

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

Wednesday, October 28, 2015 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 and also a Public Notary, called the meeting to order at 11:30 a.m. Mr. Jessie Davis, President of the Red River Parish Police Jury gave the Invocation. Mrs. Susan Butler, Secretary to the Workforce Development Board called roll and recorded the Minutes.

Members in Attendance: Robert Anglin, Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Zachary Daniel, Mary Duncan, Lionel Frazer III, Eugene Fremaux II, Lynne Given, Ray Huddleston, Jacques Lasseigne Jr., Patricia Moore, Brent Moreland, John Morgan, William Reynolds, Bruce Roberts, David "Rocky" Rockett Jr., Clifton Starks, and John Vaughan III.

Members Not in Attendance: G. Kent Gibson, Stephen Long, and Mary Winget.

Introduction of Special Guests: Mrs. Percival and Mr. Daniel Hodson recognized Jim Conerly, Jessie Davis, and Charles Maranto (Former Workforce Investment Board Members); The Honorable Reggie Roe (President of DeSoto Parish Police Jury); Bridgette Clark and Herman Vital (The City of Shreveport); Greg DeClouet, Ridge Lewis, Beverly Ford, and Mechelle Broussard (Louisiana Workforce Commission); and M.D. LeComte, Sue Butler, Jackie Kelly, Angie Rymer, and Craig Sheppert (CDC Staff).

Other Guests Attending: Oscar Alford (CDC Board Member); Corine Ambler (Shreveport Job Corps); and Thomas Jones (guest of Reggie Roe).

II. REVIEW OF CORRESPONDENCE:

There was no correspondence to be presented at this time.

III. OLD BUSINESS:

Recognition of Former WIB Chairman

Mrs. Percival recognized Mr. Charles Maranto with a plaque for outstanding contributions for many years of service as Chairman of our former Workforce Investment Board.

IV. NEW BUSINESS:

A. Transition from WIA to WIOA

Mrs. Percival stated that the Workforce Innovation and Opportunity Act of 2014 replaced the Workforce Investment Act of 1998. Some of the changes are: Each Workforce Development Area was to establish a new Workforce Development Board to assume the role of an equal partner along with the Chief Elected Official. The majority of our Workforce Development Board will be comprised of 51% from private businesses. Members of the Board must have optimum policy-making and hiring authority within the entities they represent. Operation of Business Services will change. Workforce Development, Adult Education and Literacy, Wagner-Peyser, Vocational Rehabilitation, and the Department of Children and Family Services (DCFS), are the main core partners in the WIOA program. An individual considered for appointment to the LWDB as a registered apprenticeship representative must be a party to an apprenticeship program within the LWDB region. Rehabilitation funds are going to be applied to help disabled people in high school transition into jobs. Twenty percent of our Youth Program funding will go towards Youth Work Experience. Proxies for voting are not valid. Regular membership meetings will be held quarterly. No official business may be conducted in the absence of a quorum. Each Board member is a public servant and required to meet the state's ethic standards.

Mrs. Percival then gave a brief update on the functions of the Board:

1. Develop and submit a local plan in partnership with the Chief Elected Official; Conduct workforce research and labor market analysis.
2. Convene local workforce development system with stakeholders to assist in developing the plan.
3. Lead efforts to engage a diverse range of employers to promote business, support employer utilization of the local workforce development system, ensure employer's needs are met and support economic growth, (communication and collaboration with employers, economic development and service providers), and develop strategies to meet employer's needs.
4. Lead the efforts in the local area to develop and implement career pathways by aligning employment, training, education, and supportive services.
5. Identify and promote proven strategies and initiatives for meeting the needs of employers, workers, and job seekers.
6. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce system for employers, workers, and job seekers.
7. Conduct oversight of youth activities in the Business and Career Solutions Center. Ensure appropriate use, management, and investment of funds to maximize performance outcomes.
8. Selection of one-stop operator and youth training providers.
9. Coordination with education providers.
10. Budget development and administration.
11. Ensure physical and programmatic access in all Business and Career Solutions Centers.

There were no questions.

B. Swearing in of Board Members

Mrs. Percival swore in the new Board members. Each member was given an Oath of Office Form to sign and the form was notarized by Mrs. Percival. The members were also given a pamphlet on the Code of Government Ethics.

C. Action Items

1. Nomination and Selection of Chairman

Mrs. Percival recommended Mr. Zachary Daniel to serve as Chairman of the Seventh Planning District Consortium Workforce Development Board. Mr. Jacques Lasseigne, Jr., motioned for approval, and Mrs. Lynne Given seconded the motion. Board members that approved Mr. Zachary Daniel as Chairman were: Robert Anglin, Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Zachary Daniel, Mary Duncan, Lionel Frazer III, Eugene Fremaux II, Lynne Given, Ray Huddleston, Jacques Lasseigne Jr., Patricia Moore, Brent Moreland, John Morgan, William Reynolds, Bruce Roberts, David "Rocky" Rockett Jr., and John Vaughan III. Mr. Clifton Starks abstained from voting. There were no other nominations, abstentions, or opposition.

2. Nomination and Selection of Vice-Chairman

Mrs. Percival recommended Mr. Dan Caldwell to serve as Vice-Chairman of the Seventh Planning District Consortium Workforce Development Board. Mr. Eugene Fremaux, II, motioned for approval and Mr. Clifton Starks seconded the motion. Board members that approved Mr. Dan Caldwell as Vice-Chairman were: Robert Anglin, Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Zachary Daniel, Mary Duncan, Lionel Frazer III, Eugene Fremaux II, Lynne Given, Ray Huddleston, Jacques Lasseigne Jr., Patricia Moore, Brent Moreland, John Morgan, William Reynolds, Bruce Roberts, David "Rocky" Rockett Jr., Clifton Starks, and John Vaughan III. There were no other nominations, abstentions, or opposition.

3. Approval of Workforce Development Board Bylaws

Mrs. Percival presented the Workforce Development Board Bylaws in printed form without modification. Mr. John Morgan motioned for approval, Mr. Lionel Fraser seconded the motion. Board members that approved the Workforce Development Bylaws were: Robert Anglin, Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Zachary Daniel, Mary Duncan, Lionel Frazer III, Eugene Fremaux II, Lynne Given, Ray Huddleston, Jacques Lasseigne Jr., Patricia Moore, Brent Moreland, John Morgan, William Reynolds, Bruce Roberts, David "Rocky" Rockett Jr., Clifton Starks, and John Vaughan III. There were no abstentions, or opposition.

4. Approval of Workforce Development Board Youth Work Experience Policy. Mrs. Percival presented the Workforce Development Board Youth Work Experience Policy in printed form without modification. Mr. Dan Caldwell motioned for approval, and Mr. Brent Moreland seconded the motion. Board members that approved the Workforce Development Board Youth Work Experience Policy were: Robert Anglin, Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Zachary Daniel, Mary Duncan, Lionel Frazer III, Eugene Fremaux II, Lynne Given, Ray Huddleston, Jacques Lasseigne Jr., Patricia Moore, Brent Moreland, John Morgan, William Reynolds, Bruce Roberts, David "Rocky" Rockett Jr., Clifton Starks, and John Vaughan III. There were no abstentions, or opposition.

5. Approval of Minutes from March 11, 2015 Meeting

Mrs. Percival presented the Workforce Investment Board Meeting Minutes dated March 11, 2015, in printed form without modification, Mr. Clifton Starks motioned to approve the Minutes, and Mr. Zachary Daniel seconded the motion. Board members that approved the Minutes were: Robert Anglin, Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Zachary Daniel, Mary Duncan, Lionel Frazer III, Eugene Fremaux II, Lynne Given, Ray Huddleston, Jacques Lasseigne Jr., Patricia Moore, Brent Moreland, John Morgan, William Reynolds, Bruce Roberts, David "Rocky" Rockett Jr., Clifton Starks, and John Vaughan III. There were no abstentions or opposition.

D. Chief Elected Official/Workforce Development Board Agreement

Mr. Daniel Hodson, Local Area Coordinator for The Coordinating and Development Corporation, stated that this document was required by the Louisiana Workforce Commission as part of the certification process to certify the Board members.

E. Louisiana Workforce Symposium Training Conference

Mr. Greg DeClouet, Business Services Manager for the Louisiana Workforce Commission, invited all the Workforce Development Board Members to attend a full two-day Louisiana Workforce Symposium Training Conference in Baton Rouge, LA on December 15 and 16, 2015. Mr. DeClouet said that the State is bringing together all the major partners and the new Governor to start the process of working together as one Workforce Development System. Workshops will be held throughout the day with Occupational Forecasting being addressed on the first day. Labor Market Information, and Jump Start. In the afternoon, the State will do a poverty simulation which is a unique tool that helps people to understand what life is like with a shortage of money and an abundance of stress. That evening the State will host a networking reception for conference attendees. The second day will concentrate on developing State and Regional plans. A draft of the State Plan will be available to the local boards by January 15, 2016. Each Board will be tasked to develop a Local and a Regional Plan. The State Plan is due in Washington, DC on March 3, 2016, and the Local/Regional Plans are due to the State by May 2016. There were no questions.

F. Area Updates

Mr. M. D. LeComte, President and CEO of The Coordinating Development Corporation, stated that Shreveport, Bossier, and all of North Louisiana is the only metropolitan area in the United States that is not served by Amtrak. To make this service a reality, Amtrak and top officials from various communities in Texas and Louisiana met to develop a plan to provide this service across the State of Louisiana. Louisiana Tech University has hired a person in the Dallas area to start the process on recruitment. Mr. LeComte said that I-49 is advancing rapidly. When completed I-49 will run from Winnipeg, Canada all the way down to New Orleans, Louisiana. Much growth and development has occurred since the creation of all the interchanges along I-49. Cities, towns, and villages are beginning to flourish with employment and new business opportunities.

Presently, we are working with the Town of Ida in North Caddo Parish to have a visitor center located there. This \$12 million dollar investment will also provide an opportunity for growth and development along I-49.

He said continuous meetings and hearings are being held with Louisiana state officials as well as officials from other states to bring I-69 to Louisiana. Annexation has begun in the Town of Stonewall where I-69 will cross I-49 and U.S. Hwy. 171. The goal is to connect the States of Mississippi, Arkansas, Louisiana, and Texas to complete the corridor from Canada to Mexico and beyond.

Mr. LeComte said that great growth, employment, and business opportunities for I-49, I-69, and Amtrak will also be increasing through the central part of the United States once the construction is completed on the Panama Canal. Mr. LeComte encouraged the Board to support a new Bill that is presently in Congress called the "GROW AMERICA ACT." The GROW AMERICA ACT is a \$478 billion, six-year transportation reauthorization proposal that will provide increased and stable funding for our nation's highways, bridges, transit, and rail systems. He also mentioned that should the threat of a Hurricane to Barksdale's Air Force Base occur, a current plan has been implemented to use the Bi-State Corridor as an evacuation route. The Bi-State Corridor is a highway that runs from Evelyn in DeSoto Parish, crosses I-49, on through Red River Parish, Webster Parish, and Magnolia, Arkansas, and ends at the Indian Nation Turnpike in Oklahoma.

Mr. LeComte said that another great opportunity for our Region that has been endorsed by Congress is the formation of a new corporation that will allow us to sell Federal Business Income Tax Credits to investors not only in the United States but all over the world. The proceeds from these investments will be used to make business loans to universities to help construct new buildings. This particular fund will not only operate in our service area of Northwest Louisiana, but also operate within 13 counties in East Texas and five counties in Southwest Arkansas. There were no questions.

G. Committee Reports

1. Activities Report

Mr. Daniel Hodson stated that we have three funding streams under the WIOA Program which are: Youth, Adult, and Dislocated Worker. The Youth Program offers support to targeted Youth in the attainment of a high school diploma or its recognized equivalent, entry into post-secondary education, and individualized delivery of 14 types of career readiness opportunities, or Youth Program Elements.

The delivery of Adult Program services includes career and training services, and job placement assistance. Priority is given to recipients of public assistance, low-income individuals, Veterans, and individuals who are basic skills deficient. The Dislocated Worker Program provides assistance to those individuals who lost their jobs due to a plant closure, company downsizing, or some other significant change in market conditions. In most cases, eligible workers are those unlikely to return to their occupations, or have exhausted their unemployment compensation.

Our On-the-Job Training Program (OJT) provides occupational training for WIOA participants through employers in the public, private-nonprofit, or private sector.

A contract is developed between an employer and the local WIOA program to provide occupational training for trainees in exchange for reimbursement of up to 50% of the wage rate to compensate for the employers extraordinary cost. Currently, we have six participants in the OJT program, and seven active OJT contracts. We have obligated \$104,346 and have reimbursed the employers \$11,798. Four of the seven OJT contracts were new and recently written.

Classroom Training is another program that we operate that provides training services to Youth, Adults, and Dislocated Workers through our Business and Career Solutions Centers that are located in each parish of the ten parishes in Northwest Louisiana served by CDC. Customers use an Individual Training Account (ITA) to determine the type of training and which training provider best fits their needs. Currently, there are 93 participants enrolled in Classroom Training and 158 active participants in the WIOA Program, which includes: 66 Adults, 23 Dislocated Workers, and 69 Youth. Mr. Hodson asked if there were any questions and there was one. What is an Out-of-School Youth? Mr. Hodson replied Out-of-School Youth are basically Youth that are between the ages of 16 and 24 years old and not attending school. There were no more questions.

2. Business Services Report

Mrs. Beverly Ford, Business Consultant for the Louisiana Workforce Commission, stated that for Caddo and DeSoto Parishes, she attended the DeSoto Parish College and Career Fair on October 16, 2015. There was a recruiting event for Coca Cola held on October 21, 2015, and 144 job seekers attended that event. Roberts Company and Honeywell UOP held a recruiting event in June and July. She said that Whole Foods Market will be opening in Shreveport in the fall of 2015. During the quarter, Mrs. Ford had contacted 50 employers and 146 job orders were written.

For Bossier, Natchitoches, and Sabine Parishes: Mrs. Ford said that Mr. Ridge Lewis attended the Workkeys Profile Recertification and completed two weeks of continued training in September of 2015. He also attended the Work Ready Community Academy in Little Rock, Arkansas. Hobby Lobby held a recruiting event at the Bossier Business and Career Solutions Center September 21-22, 2015, and approximately 580 job seekers attended the event. The store opened in Bossier City on October 19, 2015. Kroger held a recruiting event at the Bossier Business and Career Solutions Center also on September 21-22, 2015, and approximately 200 job seekers attended the event. Kroger is due to open in Bossier City the second week in November. Mrs. Ford said that Mr. Lewis assisted Calumet by proctoring employment tests at the Bossier Business and Career Solutions Center for a three-week period. He also attended the Northwestern State University (NSU) Career Day and Job Fair. Mrs. Ford said that during the quarter, Mr. Lewis had contacted 25 employers and 40 job orders were written.

For Bienville, Claiborne, Lincoln, Red River, and Webster Parishes, Mrs. Ford said that Ms. Mechelle Broussard attended the Spherion Recruiting Event at Northwest Louisiana Technical College on October 20, 2015. She also attended and assisted with the RonPak Job Fair held in September at the NWLTC-Shreveport Campus in Shreveport, Louisiana. Two-hundred two job seekers attended the RonPak Job Fair.

Ms. Broussard also attended the Natchitoches Employer Seminar at Northwestern State University. Mrs. Ford said that Ms. Broussard participated at the Northwest Louisiana Job Fair Connection which was held on September 30, 2015, at the Shreveport Convention Center in Shreveport, LA. The Job Fair Connection attracted over 800 job seekers and 74 employers. Ms. Broussard also attended the LRS/DEI Employment Summit. Mrs. Ford said that Newk's Eatery will be opening soon in Ruston, LA. Mrs. Ford said that during the quarter, Ms. Broussard had contacted 58 employers and 85 job orders were written. There were no questions.

3. Monitoring Report

Mr. Craig Sheppert, Equal Opportunity Officer/Program Monitor for The Coordinating and Development Corporation, stated that he had monitored three OJT contracts: Allegiance, LLC; Katrina Thomas State Farm Insurance, and Delta Contract Interiors. Mr. Sheppert conducted desk reviews of participant's folders, the local plan, performance standards, and audit reports, which were done prior to the on-site visit. There were no problems with either the desk reviews or the onsite visits. However, in the process of monitoring the contract with Katrina Thomas State Farm Insurance, Mr. Sheppert found that our participant had left her position before completing On-the-Job Training. Mr. Sheppert also said that he monitored ten summer worksites and interviewed ten youth participants and their supervisors. Mr. Sheppert said that the participants reported they were pleased with their work experience activities and the supervisors reported that they were pleased with the participant's performances. He said that his monitoring visits to the youth summer worksites disclosed no problems that required corrective action. Mr. Sheppert asked if there were any questions, and there was one. Was there any follow-up on the participant that left the program? Mr. Sheppert stated that he did have the opportunity to talk with the OJT participant who left her position and the participant indicated that she did not like the job and decided to seek employment elsewhere. There were no other questions.

4. Financial Report

Mrs. Percival stated that the Operating Statements were in the packet which covered funding, expenditures, and balances as of September 2015. She said should there be any questions concerning the Operating Statement to please contact her.

V. OTHER BUSINESS

- A. All Workforce Development Board Members were reminded to take the Ethics Training on-line by December 31, 2015.
- B. Personal Financial Disclosure Forms are due by May 15, 2016, and an electronic version of that form is available online.
- C. A special recognition was given to Mrs. Diana Simek, Vice-President of Entrepreneurial Development, of The Coordinating and Development Corporation. Mrs. Simek, a former WIA Board member, passed away on
- D. October 11, 2015. She was associated with various organizational and civic groups who will definitely miss her knowledge and expertise that was shared over the years. Condolences and kind remarks were expressed by many in attendance.

- E. Mr. Jacques Lasseigne, Jr., Business Industry Coordinator for the Louisiana Workforce Commission, stated that there was new grant money available for On-the-Job Training and Customized Training for businesses specializing in Manufacturing, Health Care, and IT Careers.
- F. Other documents included in the packets were: A booklet on Workforce Development, Success stories collected from various parishes within Region 7 on participants, The Quarterly Progress Report, Louisiana Workforce at a Glance, a publication published by the Louisiana Workforce Commission, and clippings of newspaper articles. These clippings contained articles on employment and training activities throughout Northwest Louisiana and were collected during the most recent quarter from all ten (10) parishes.

VI. NEXT WORKFORCE DEVELOPMENT BOARD MEETING

The next Workforce Development Board Meeting is tentatively scheduled for January 2016 with the date to be determined.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:55 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, October 28, 2015. A quorum was present.



Susan Butler
Workforce Development Board Secretary