



**THE
COORDINATING & DEVELOPMENT CORPORATION**

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Jack "Bump" Skaggs
President and CEO

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

Wednesday, December 13, 2017 at 11:30 a.m.

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

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

Ms. Nada Attaway, Director of Workforce Development, for The Coordinating and Development Corporation, called the meeting to order at 11:30 a.m. Mr. John Vaughan, III, gave the Invocation. Mrs. Susan Butler, Secretary to the Workforce Development Board, called roll, introduced the guests, and recorded the Minutes. A quorum was present.

Members in Attendance: Julie Bass, Michael Chamlee, Nakeeta Demery, Mary Duncan, Lynne Given, Brandon Hillman, Stephen Long, Patricia Moore, Brent Moreland, William T. Reynolds, Bruce Roberts, David "Rocky" Rockett, Jr., Curtis Shepard, and John "Chuck" Vaughan, III.

Members Not in Attendance: Robert Anglin, Eugene Fremeaux, II., Ray Huddleston, Earl W. Meador, Clifton Starks, and Matt Wheeler.

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

Other Guests in Attendance: Richard Bates (Northwest Louisiana Technical College), Jay Cook (Louisiana Workforce Commission), Gayle Flowers (Bossier Parish Community College), Frankie Henderson (Project AYUDA), The Honorable Reggie Roe (DeSoto Parish Police Jury), Brian Teegardin (Louisiana Workforce Commission), Herman Vital (The City of Shreveport), Jessie Walker (Guest of Frankie Henderson), and Larry Wilson (Guest of Curtis Shepard).

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 September 27, 2017 Workforce Development Board Meeting:
Ms. Attaway presented the Workforce Development Board Meeting Minutes dated September 27, 2017, in printed form without modification, Mr. Bruce Roberts motioned to approve the Minutes, and Mr. David "Rocky" Rockett, Jr., seconded the motion. The motion was unanimously approved. Board members that approved the Minutes were: Julie Bass, Michael Chamlee, Nakeeta Demery, Mary Duncan, Lynne Given, Brandon Hillman, Stephen Long, Patricia Moore, Brent Moreland, William T. Reynolds, Bruce Roberts, David "Rocky" Rockett, Jr., Curtis Shepard, and John "Chuck" Vaughan, III. There were no questions, abstentions, or opposition.
2. Approval of American Job Center Certification:
Ms. Attaway presented the American Job Center Certification, in printed form without modification, David "Rocky" Rockett, Jr., motioned to approve the Certification, and Mr. Bruce Roberts seconded the motion. The motion was unanimously approved. Board members that approved the American Job Center Certification were: Julie Bass, Michael Chamlee, Nakeeta Demery, Mary Duncan, Lynne Given, Brandon Hillman, Stephen Long, Patricia Moore, Brent Moreland, William T. Reynolds, Bruce Roberts, David "Rocky" Rockett, Jr., Curtis Shepard, and John "Chuck" Vaughan, III. There were no questions, abstentions, or opposition.

b. Other Reports:

1. Presentation of Budgets and Operating Statements:
Ms. Attaway presented the Budgets and Operating Statements for the 4th Quarter. There were no questions.
2. Personal Financial Disclosure:
Ms. Attaway 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.
3. 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.
4. Changes in Staffing:
Ms. Attaway reported that she was stepping down from the Director of Workforce Development position for CDC as of December 31, 2017 to begin her new duties as CDC's Comptroller. Mrs. Angela Rymer, Youth Recruiter for CDC, will take over the position as Director of Workforce Development beginning January 1, 2018.

5. Activities Report:

Mr. Daniel Hodson, Local Area Coordinator, for The Coordinating and Development Corporation, reported that they have 2 participants in the On-the-Job Training Program, 3 active contracts, and have 74 Adults, 22 Dislocated Workers, and 35 Youth enrolled in Classroom Training.

6. Monitoring Report:

Mr. Craig Sheppert, EO Coordinator and Monitor, for The Coordinating and Development Corporation, reported that he had monitored 18 participants at Coastal College. He said two of the 18 participants had completed the course and received their commercial driver's license. Three participants had dropped out from the course, and three participants had not yet completed their training. Of the seven (7) participants who had completed the training, and had been terminated from the WIOA program, six (6) had obtained jobs as truck drivers or a job requiring a Commercial Driver's License. Two additional participants who had obtained their CDL through Coastal College had also found jobs as truck drivers.

V. Other Business

- a. Education Sub-Committee: Ms. Attaway reported that the Education Sub-Committee had formed and held their first meeting on Monday, December 11, 2017. She explained what the Education Sub-Committee was about and explained what members were required to be on the Committee. She said that the Committee meetings would be held on the second Monday of every month at the Director of Workforce Development for the City of Shreveport (Herman Vital's Office) at 1:30 p.m., 401 Texas Street, in Shreveport.
- b. Documents included in the packet were: Agenda, Minutes, American Job Center Certification, Budgets, Activities Report, Progress Report, Monitoring Report, LWDB 70 Matrix, Ethics Requirement, Personal Financial Disclosure, and Newspaper articles collected during the most recent quarter from all ten (10) parishes on employment and training activities throughout Northwest Louisiana.

VI. Next Workforce Development Board Meeting:

The next Joint Workforce Development Board Meeting for LWDA 70 has been tentatively scheduled for March 14, 2018.

VII. Adjournment:

There being no further business, Ms. Attaway asked for a motion to adjourn the meeting. Mrs. Lynne Given so motioned, and Mr. Bruce Roberts seconded the motion. Ms. Attaway adjourned the meeting at 12:20 p.m.