



# THE COORDINATING & DEVELOPMENT CORPORATION

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

## SEVENTH PLANNING DISTRICT CONSORTIUM WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Wednesday, December 5, 2018 at 11:30 am

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

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

Mr. Matt Wheeler, Chairman of the Seventh Planning District Consortium Workforce Development Board, called the meeting to order at 11:45 am and lead the Pledge of Allegiance. Mr. Nicholas Olsen, Monitor for The Coordinating & Development Corporation (CDC), gave the invocation. Ms. Susan Butler, Secretary to the Workforce Development Board for The Coordinating & Development Corporation called roll and recorded the minutes.

Members in Attendance: Mr. Jeremy Ashby, Mr. Michael Barrett, Ms. Julie Bass, Mr. Brad Daniel, Ms. Nakeeta Demery, Ms. Mary Duncan, Ms. Lynne Given, Mr. Earl W. Meador, Mr. Bruce Roberts, Mr. David "Rocky" Rockett Jr, Mr. Clifton Starks, and Mr. Matt Wheeler.

Members not in Attendance: Mr. Michael Chamlee, Ms. Ashley Ezell, Mr. Eugene Fremeaux II, Mr. Patrick Harrington, Mr. Brandon Hillman, Mr. Stephen Long, Ms. Patricia Moore, Mr. Brent Moreland, Mr. William Reynolds, Mr. Dakota Robinson, Mr. Curtis Shepard, and Mr. John "Chuck" Vaughan III.

Staff Attending: Ms. Nada Ataway, Ms. Cindy Bryant, Ms. Susan Butler, Mr. Daniel Hodson, Ms. Julie Moore, Mr. Nicholas Olsen, Ms. Debbie Robertson, Ms. Angie Rymer, Mr. Craig Sheppert, Ms. Mary Helen Simms, Mr. Jack "Bump" Skaggs, and Ms. Melissa Upp.

Special Guests Attending: The Hon. Glen Benton (Bossier Parish Police Jury) and The Hon. Reggie Roe (DeSoto Parish Police Jury).

Other Guests Attending: Mr. Bruce Busada (Diesel Driving), Ms. Bridgette Clark (The City of Shreveport), Mr. Matt LaFisca (Shreveport Area Electrical JATC), Mr. Jacques Lasseigne, Jr (Louisiana Workforce Commission), Mr. Gabriel Loftin (International Brotherhood of Electrical Workers Local 194), Mr. Marcus McGill (WIOA Youth Participant), Ms. Candle Sattler (One-Stop Community Solutions, Inc.), and Mr. Herman Vital (The City of Shreveport).

### II. **Review of Correspondence:**

There was no correspondence to be presented at this time.

### III. Old Business:

A quorum of members was not present at this meeting to approve the September 19, 2018 Board meeting minutes. The minutes will be resubmitted for approval at the next Workforce Development Board meeting, which will be March 13, 2019.

### IV. New Business:

#### 1. Introduction of Youth Placement Coordinator and Retirement of Two CDC Employees

Ms. Angie Rymer, Director of Workforce Development for The Coordinating & Development Corporation, introduced Ms. Melissa Upp as the new Youth Placement Coordinator for CDC. She stated that Ms. Upp was formerly the Account Executive for Natchitoches Parish, and now would be responsible for placing youth in work experience throughout all our ten-parish areas that we serve in Northwest Louisiana.

Ms. Rymer then thanked Ms. Cindy Bryant and Ms. Dianna Roark for all their years of service with The Coordinating & Development Corporation and working behind the scenes for our WIOA program. She stated that Ms. Bryant and Ms. Roark would be retiring December 31, 2018, and that they would be greatly missed.

#### 2. Activities Report

Mr. Daniel Hodson, Local-Area Coordinator for The Coordinating & Development Corporation, directed the Board's attention to the Activities Report located in the Workforce Development Board Pamphlet. He said currently, we have nine written On-the-Job Training contracts and 23 active participants in the OJT program. Mr. Hodson stated we have 146 adults, 45 dislocated workers, and 39 youth active in our classroom training program. He also said that we had approximately 21,000 people come through our Business and Career Solutions Centers since January 2018. There were no questions.

#### 3. One-Stop Operator Report

Ms. Candle Sattler, One-Stop Operator with One-Stop Community Solutions, Inc., directed the Board's attention to the One-Stop Operator's report located in the Workforce Development Board Pamphlet. She said that the report listed all that she had accomplished in the last quarter. There were no questions.

#### 4. Monitoring Report

Mr. Nicholas Olsen, Program Monitor for The Coordinating & Development Corporation, directed the Board's attention to the Monitoring Report located in the Workforce Development Board Pamphlet. He stated that he and Mr. Craig Sheppert, Program Monitor and Equal Opportunity Coordinator for The Coordinating & Development Corporation, visited a private OJT employer, Hardware Resources, Inc. on November 14, 2018 and discovered that 50% of their OJT participants had been self-terminated. Mr. Olsen said that he and Mr. Sheppert set up an interview with management to discuss this concern and found that management had made every effort to reach out to those participants. Mr. Olsen stated that he and Mr. Sheppert were pleased with their overall visit. Mr. Rocky Rockett, Jr. asked what procedures were in place to keep this from happening again. Mr. Sheppert answered that the decision to move these participants to another worksite was up to the case manager that originally put them in the program. Ms. Rymer suggested that possibly the participants self-terminated because Hardware Resources Inc. does have shift work and that may have been a concern with these participants.

Ms. Mary Duncan asked if there was a way for the case managers to emphasize common business etiquette when counseling the participants. Ms. Rymer answered that the case managers do counsel with the youth participants when they enter work experience, however, counseling was not provided to the adult and dislocated worker participants on business etiquette and said that it might be something that they need to address. There were no other questions.

5. Youth Report

Ms. Mary Helen Simms, Youth Coordinator for The Coordinating & Development Corporation, directed the Board's attention to the Youth Report located in the Workforce Development Board Pamphlet. She stated that our youth program was growing, and that she was pleased with the numbers. She reminded the Board that if they knew of a company that would like to hire a youth to please let her know. There were no questions.

6. Success Story

Ms. Debbie Robertson, the CDC Account Executive serving DeSoto and Red River Parishes for The Coordinating & Development Corporation began by introducing Mr. Marcus McGill of DeSoto Parish, who is a WIOA participant, and then shared Mr. McGill's success story. She stated that Mr. McGill was a high-school dropout and was attending NWLTC-Mansfield Campus Adult Ed program before applying for our WIOA youth program. Ms. Robertson said that Mr. McGill needed assistance with his HiSET, with finding employment, and in obtaining a driver's license. She said that since he has been part of our WIOA program, Mr. McGill had obtained all three of his goals. Ms. Robertson stated that Mr. McGill was about to finish up six months of work experience, and he was almost through with his second semester in Electrical Technology at NWLTC-Mansfield Campus. Mr. McGill thanked Ms. Robertson for all her help by giving him the opportunity to be in school, and he also thanked the Board for inviting him to their Board meeting. He said that all of this has created a major change in his life, which was going to help him throughout his future.

Ms. Rymer stated though the WIOA youth program helped Mr. McGill with his finances, it was Mr. Meador's program at NWLTC Mansfield that helped him pursue his goal in Electrical Technology, and she thanked Mr. Meador for that. Note: After the Board meeting, Ms. Robertson wrote an email to the Administrative Office stating that Mr. Reggie Roe with the DeSoto Parish Police Jury (who was an attendee at the Board meeting) contacted Mr. McGill after the meeting and offered him employment to work at the DeSoto Parish Police Jury in the Electrical Maintenance Department. Mr. McGill accepted his offer and he will start his new job on January 2, 2019.

V. **Other Business:**

Personal Financial Disclosure and Ethics

Mr. Wheeler 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 and to call the CDC office should a member need a copy of the form. He 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. He stated that the ethics training website was <http://ethics.la.gov/SeminarRegistration/>. He said 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 or more.

Ms. Lynne Given asked if anyone had heard about the Dolet Hills Mining layoff in Red River Parish because her company was interested in hiring some of the laid-off workers. Mr. Reggie Roe answered that the layoff would be sometime in March of 2019 and that 135 employees would be affected.

**VI. Next Workforce Development Board Meeting:**

Mr. Wheeler stated that the next Seventh Planning District Consortium Workforce Development Board Meeting for LWDB 70 was tentatively scheduled for March 13, 2019, and to let Ms. Butler know if any of the members had a suggestion for a possible location.

**VII. Adjournment:**

There being no further business, the meeting was adjourned at 12:05 pm.

**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 meeting dated Wednesday, December 5, 2018.



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Susan Butler  
Workforce Development Board Secretary

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