



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
Website: www.cdconline.org

Jack "Bump" Skaggs, President and CEO

SEVENTH PLANNING DISTRICT CONSORTIUM WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Wednesday, June 20, 2018, at 11:30 a.m.

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

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 11:45 a.m. Mr. John "Chuck" Vaughan III, Rehabilitation Regional Manager 2, for Louisiana Rehabilitation Services said the Pledge of Allegiance and gave the invocation. Ms. Susan Butler, Secretary to the Workforce Development Board, called roll, introduced the guest, and recorded the minutes. A quorum of members was present.

Members in Attendance: Mr. Robert Anglin, Ms. Julie Bass, Mr. Michael Chamlee, Ms. Nakeeta Demery, Mr. Eugene Fremeaux II., Ms. Lynne Given, Mr. Patrick Harrington, Mr. Brandon Hillman, Mr. Earl W. Meador, Mr. Brent Moreland, Mr. William Reynolds, Mr. Bruce Roberts, Mr. Clifton Starks, Mr. John "Chuck" Vaughan III., and Mr. Matt Wheeler.

Members Not in Attendance: Ms. Mary Duncan, Mr. Ray Huddleston, Mr. Stephen Long, Ms. Patricia Moore, Mr. David "Rocky" Rockett Jr., and Mr. Curtis Shepard.

Staff in Attendance: Ms. Sue Butler, Ms. Linette Culpepper, Mr. Daniel Hodson, Ms. Angie Rymer, Mr. Craig Sheppert, Ms. Mary Helen Simms, Mr. Jack "Bump" Skaggs, and Ms. Melissa Upp.

Other Guests in Attendance: Mr. Bruce Busada (Diesel Driving Academy), Ms. Bridgette Clark, (The City of Shreveport), Mr. Brad Daniel (Guest of Mr. Robert Anglin), Mr. Jacques Lasseigne, Jr., (Louisiana Workforce Commission), Ms. Arien Ragster (Shreveport Job Corps), Ms. Karryl Stewart (Shreveport Job Corps), Mr. Brian Teegardin (Louisiana Workforce Commission), 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:

There was no old business to be presented at this time.

IV. New Business:

a. Action Items:

1. Approval of Minutes from March 14, 2018 Workforce Development Board Meeting:

Mr. Wheeler presented the Workforce Development Board Meeting Minutes dated March 14, 2018, in printed form without modification. Mr. Clifton Starks motioned to approve the Minutes, and Mr. Bruce Roberts seconded the motion. The motion was unanimously approved. Board members that approved the Minutes were: Mr. Robert Anglin, Ms. Julie Bass, Mr. Michael Chamlee, Ms. Nakeeta Demery, Mr. Eugene Fremeaux II., Ms. Lynne Given, Mr. Patrick Harrington, Mr. Brandon Hillman, Mr. Earl W. Meador, Mr. Brent Moreland, Mr. William Reynolds, Mr. Bruce Roberts, Mr. Clifton Starks, Mr. John "Chuck" Vaughan III., and Mr. Matt Wheeler. There were no abstentions or opposition.

2. Approval of One-Stop Operator for Program Year 2018-2019:

Mr. Wheeler stated that there were two proposals submitted for the One-Stop Operator position. One proposal "*In the Door, LLC*", was submitted from the State of Georgia and the other proposal "*One-Stop Community Solutions, Inc.*," was submitted here locally. Mr. Wheeler stated that the Proposal Review Committee said that although "*In the Door, LLC*" had good workforce experience, they were concerned how this company would network with our local One-Stop being out of state. The Committee recommended that the local "*One-Stop Community Solutions, Inc.*," be approved as the One-Stop Operator for Program Year 2018-2019 for all the ten Parish Business and Career Solutions Centers in Northwest Louisiana. Mr. Wheeler asked for a motion. Mr. Clifton Starks motioned to approve the recommendation, and Mr. Bruce Roberts seconded the recommendation. The motion was unanimously approved. Board members that approved the "*One-Stop Community Solutions, Inc.*," as the new One-Stop Operator were: Mr. Robert Anglin, Ms. Julie Bass, Mr. Michael Chamlee, Ms. Nakeeta Demery, Mr. Eugene Fremeaux II., Ms. Lynne Given, Mr. Patrick Harrington, Mr. Brandon Hillman, Mr. Earl W. Meador, Mr. Brent Moreland, Mr. William Reynolds, Mr. Bruce Roberts, Mr. Clifton Starks, Mr. John "Chuck" Vaughan III., and Mr. Matt Wheeler. There were no abstentions or opposition.

b. Other Reports:

1. Staff and Board Member Introductions:

Ms. Angie Rymer, Director of Workforce Development, for The Coordinating & Development Corporation, introduced Ms. Mary Helen Simms as CDC's new Youth Coordinator; Ms. Linette Culpepper as CDC's new Account Executive for Webster Parish, Ms. Melissa Upp as CDC's new Account Executive for Natchitoches Parish, and Mr. Patrick Harrington, Attorney, representing the Law Office of J. Dhu Thompson as LWDB 70's newest Board Member.

2. Budgets and Operating Statements:

Ms. Rymer directed the Board's attention to a summary of the Budgets and Operating Statements. She said that there is a small balance of money left over for PY 2016-2017. Most of that money has been spent and should be spent in its entirety by June 30, 2018. She stated that PY 2017-2018 had a considerable balance, but we have two years to spend that funding. She also said that we received our allocation for PY 2018-2019.

Mr. Hodson said that their goal was to provide more classroom training for eligible participants and increase the Dislocated Worker enrollments. There were many questions and discussions by the Board Members concerning the funding.

3. Activities Report:

Mr. Daniel Hodson, Local Area Coordinator, for The Coordinating & Development Corporation, reported that they had five active OJT Contracts in the OJT Program and \$131,514.80 has been obligated for this year. Mr. Hodson ended by saying that there are 51 adults, 16 dislocated workers, and 32 youth enrolled in classroom training. There were many questions and discussions by the Board Members concerning the OJT program.

4. Monitoring Report:

Mr. Craig Sheppert, EO Coordinator and Monitor, for The Coordinating & Development Corporation stated that he conducted a monitoring visit to Shreveport JATC on March 13, 2018. Seven of the fifteen electrical apprentices enrolled in the WIOA program since June of 2016 had dropped out, leaving eight apprentices still active. Six of the eight active apprentices were working full-time for participating electrical contractors and being paid a wage of \$15.54/hr. Two apprentices had been laid-off by their assigned contractors. Of the eight active apprentices, three were in the first year of the electrical apprenticeship program with five in the second year. Mr. Sheppert reported that none of the participants reported problems or concerns related to their apprenticeship. All confirmed that they had received textbooks and a tool kit purchased with WIOA funds. Five participants also confirmed that they had received reimbursement checks from the City of Shreveport or The Coordinating & Development Corporation for the purchase of new work boots. There were no questions.

5. Youth Report:

Ms. Mary Helen Simms, Youth Coordinator, for The Coordinating & Development Corporation stated that she has been working in the role of Youth Coordinator since May 1, 2018 and has placed five youth participants at various work experience worksites in the following parishes: Claiborne, Natchitoches, Red River, and Webster. She said that she had made several contacts with potential employers that could serve as future worksites. Ms. Simms stated that she also has been working on getting the Cooperative Endeavor Agreements signed with the School Board Superintendents in two of our ten parishes. She attended a meeting at Ayer's Institute with the Ayer's staff on Pathways in Education on March 10, 2018. Then on May 17, 2018 she had the privilege to attend a STEP Forward Meeting where she learned new tools and resources to help in youth recruiting and on the same day she also attended the NWLA Veteran Job Fair in Bossier. Ms. Simms ended by saying that she attended a workforce development conference in Baton Rouge at the end of May. There were many questions and discussions by the Board Members concerning youth work experience.

6. 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.

Mr. Wheeler 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. The ethics training website is <http://ethics.la.gov/SeminarRegistration/>. He stated 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. There were no questions.

V. Other Business

Mr. Wheeler asked if there was any other business to come before the Board. Mr. Wheeler invited the Board to attend a ribbon-cutting ceremony, June 21, 2018 at 9:00 a.m. for a new opening of an Urgent Care Facility in DeSoto Parish. Ms. Karryl Stewart with Shreveport Job Corps invited the Board to attend a ribbon-cutting ceremony for their advanced welding program which would be held sometime mid-July. She said a date would be forthcoming. Ms. Lynne Given with International Paper said that they needed maintenance personnel. Mr. Brandon Hillman with Christus Coshatta stated that they needed LPNs. There were many questions and discussions by Board Members concerning the layoffs in our Region. Ms. Rymer ended by talking about Rapid Response and how they correlated their service to provide assistance with the laid-off employees.

VI. Next Workforce Development Board Meeting:

Mr. Wheeler stated that the next Workforce Development Board Meetings for LWDB 70 is tentatively scheduled for September 19, 2018 at the Silver Star Smokehouse in Bossier City, LA; and December 5, 2018 in Mansfield LA.

VII. Adjournment:

There being no further business, Mr. Wheeler adjourned the meeting at 12:40 p.m.