



**THE  
COORDINATING & DEVELOPMENT CORPORATION**

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**Knox Ross**  
President & CEO

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

Wednesday, December 7, 2016 at 11:30 a.m.

Bossier Parish School for Technology  
and Innovative Learning, Bossier City, Louisiana

**I. Greetings from Bossier Parish School for Technology and Innovative Learning (BPSTIL).**

Ms. Jayda Spillers, Principal, for the Bossier Parish School for Technology and Innovative Learning (BPSTIL), welcomed the Workforce Development Board to her school. She spoke about the high school students who attended her school, the various fields of interest, soft skills training, and safety, as well as, what her school offered in college credits and industry-based certifications. She stated that today's lunch was prepared by the students in the Culinary Class. She then presented a recruitment video to the Board. Ms. Spillers stated that the students had to film the video in about 100 different angles off campus, come back to the school program, edit, and produce the video. She said the videos were available on the school's website at <https://bpts-bps-la.schoolloop.com/>.

**II. Call to Order, Invocation, and Roll Call:**

Mrs. Nada Percival, Vice-President, Division of Workforce Development, with The Coordinating and Development Corporation, called the meeting to order at 11:45 a.m. Mr. Dan Caldwell, Vice-Chairman of the Seventh Planning District Workforce Development Board gave the Invocation, and Mrs. Susan Butler, Secretary to the Workforce Development Board called roll, introduced the guests, and recorded the minutes.

Members in Attendance: Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Kent Gibson, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Bruce Roberts, David "Rocky" Rockett Jr., Curtis Shepard, and Clifton Starks.

Members Not in Attendance: Robert Anglin, Mary Duncan, Eugene Fremeaux II, Lynne Given, Patricia Moore, Brent Moreland, John Morgan, William T. Reynolds, and John "Chuck" Vaughan III.

Staff in Attendance: Knox Ross, Jack "Bump" Skaggs, Nada Percival, Sue Butler, Daniel Hodson, Jackie Kelly, Angie Rymer, and Craig Sheppert.

Other Guests in Attendance: Corine Ambler (Shreveport Job Corps), Bridgette Clark (The City of Shreveport), Herman Vital (The City of Shreveport), and Brian Teegardin (Louisiana Workforce Commission).

Mr. Daniel Hodson welcomed Mr. Curtis Shepard, Center Director, for the Shreveport Job Corps, as a new member to the Seventh Planning District Consortium Workforce Development Board.

Mrs. Percival stated that the following Board Members will be resigning from the Seventh Planning District Consortium Workforce Development Board: Mr. Dan Caldwell (Vice-Chairman), Mr. Zachary Daniel (Chairman), Mr. Lionel Fraser III, and Ms. Mary Winget.

**III. Introduction of the New President and CEO and Chief Operating Officer for CDC:**

Mrs. Percival introduced Mr. Knox Ross as CDC's new President and CEO and Mr. Jack "Bump" Skaggs as CDC's new Chief Operating Officer. Mr. Ross thanked the Board for taking the time to come to the meeting and said he was proud to be a part of it and the community. He said workforce and training are one of the principal functions of CDC and a critical part of CDC in Northwest Louisiana. Mr. Ross stated that one thing that he sees that is different from where he came from in Mississippi was the educational resources that Northwest Louisiana has. He said that he wants to work with the Board, their employers, and the Louisiana Workforce Commission to exploit those resources and bring the type of opportunity that people desire to Northwest Louisiana. He said his business card was in the packet should anyone want to contact him.

Mr. Skaggs greeted the Board and said that he grew up in the Bossier area and has a degree in Construction Management from the University of Louisiana at Monroe. He said that his family owned Vexcon Pest Control and he worked there for several years, managed a couple of Raising Cane's Restaurants in Bossier, and was a former Bossier Parish Police Jury President. He stated that because of the various positions that he has held, he has been exposed to the workforce side of entrepreneurship and also the public electoral side. He also stated that his business card was in the packet and looked forward to hearing from some of the Board members.

**IV. Retirement of Mr. Dan Caldwell:**

Mrs. Nada Percival called on Mr. Dan Caldwell, Vice-Chairman of the Seventh Planning District Consortium Workforce Development Board and President and CEO of Citizens Bank and Trust of Vivian and stated that Mr. Caldwell had served as Vice-Chairman of the Board for one year and 32 years as a Board member. She said Mr. Caldwell will be retiring on December 31, 2016. She thanked him for his service to the Board and said that through his service many individuals, towns, communities, and parishes benefited from these job training programs and she wished him the best in his retirement.

**V. Review of Correspondence:**

There was no correspondence to be presented at this time.

**VI. Old Business:**

A. Approval of Workforce Development Board Meeting Minutes Dated June 22, 2016:  
Mrs. Percival, presented the Workforce Development Board Meeting Minutes dated June 22, 2016, in printed form without modification. Mr. Bruce Roberts motioned to approve the Minutes, and Mr. Clifton Starks seconded the motion. Mrs. Percival asked if there were any questions, abstentions, or opposition to the Minutes dated June 22, 2016, and there were none.

The Board unanimously approved the Minutes. Board members that approved the Minutes were: Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Kent Gibson, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Bruce Roberts, David "Rocky" Rockett Jr., Curtis Shepard, and Clifton Starks.

**B. Approval of the Region 7 WIOA Regional/Local Plan:**

Mrs. Percival directed the Board's attention to a Training and Employment Notice handout. She stated that the State had 90 days to approve or deny the Regional/Local Plan, and if the Governor does not deny the Plan within this timeframe, the Plan is considered approved. The Plan still needs approval from the Board. Mrs. Percival, presented the Region 7 WIOA Regional/Local Plan for LWIA 70 and 71, in printed form without modification. Mrs. Percival asked if there were any questions, abstentions, or opposition to the Region 7 WIOA Regional/Local Plan, and there were none. The Board unanimously approved the Plan. Board members that approved the WIOA Regional/Local Plan were: Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Kent Gibson, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Bruce Roberts, David "Rocky" Rockett Jr., Curtis Shepard, and Clifton Starks.

**VII. New Business:**

**Action Items:**

**A. Approval of Workforce Development Board Meeting Minutes dated August 17, 2016:**

Mrs. Percival, presented the Workforce Development Board Meeting Minutes dated August 17, 2016, in printed form without modification. Mrs. Percival asked if there were any questions, abstentions, or opposition to the Minutes dated August 17, 2016, and there were none. The Board unanimously approved the Minutes. Board members that approved the Minutes were: Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Kent Gibson, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Bruce Roberts, David "Rocky" Rockett Jr., Curtis Shepard, and Clifton Starks.

**B. Approval of CDC Monitoring Policy and Procedures:**

Mrs. Percival introduced Mr. Craig Sheppert as CDC's Monitor and stated that monitoring is something that CDC does on a continual basis. She said that under the Workforce Innovation and Opportunity Act, Workforce Development Boards are required to establish a policy and procedure for monitoring WIOA Program activities. She said Mr. Sheppert would be performing a multitude of diversified activities such as: interviewing customers, supervisors, and instructors; reviewing customer case files, HiRE entries, fiscal records, determining customer eligibility, and performing follow-up on LWDA corrective action. She then presented the CDC Monitoring Policy and Procedures, in printed form without modification. Mrs. Percival asked if there were any questions, abstentions, or opposition to the CDC Monitoring Policy, and there were none. The Board unanimously approved the CDC Monitoring Policy and Procedures. Board members that approved the Monitoring Policy were: Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Kent Gibson, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Bruce Roberts, David "Rocky" Rockett Jr., Curtis Shepard, and Clifton Starks.

**C. Approval of CDC Supportive Services Policy:**

Mrs. Percival stated that under the Workforce Innovation and Opportunity Act, Workforce Development Boards are required to develop a policy regarding supportive services for Youth, Adults, and Dislocated Workers.

She said the term Supportive Services means services such as transportation, housing, and needs-related payments such as eyeglasses and travel that are necessary to enable an individual to participate in activities authorized under the Act. She explained that the purpose of this Policy is to provide guidelines for the expenditure of WIOA funds for participant supportive services that are consistent with the WIOA regulatory requirements. She then presented the CDC Supportive Services Policy, in printed form without modification. Mrs. Percival asked if there were any questions, abstentions, or opposition to the CDC Supportive Services Policy, and there were none. The Board unanimously approved the CDC Supportive Services Policy. Board members that approved the Supportive Services Policy were: Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Kent Gibson, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Bruce Roberts, David "Rocky" Rockett Jr., Curtis Shepard, and Clifton Starks.

- D. Approval of Patient Care Technician Program at NWLTC – Mansfield Campus: Mr. Craig Sheppert, EO Coordinator and Monitor for The Coordinating and Development Corporation, stated that he received an e-mail from Ms. Haley Holder, Assistant Campus Dean at the NWLTC in Mansfield requesting an appeal for CDC to approve WIOA financial assistance for the school's Patient Care Technician course. He said Ms. Holder originally requested approval for WIOA financial assistance for this course from the Louisiana Workforce Commission's office in Baton Rouge. However, the Workforce Commission denied approval for funding indicating that they did not consider Patient Care Technician to be a demand occupation in our Region. The Workforce Commission notified Ms. Holder that their decision could be appealed to a local Workforce Development Board.

Mr. Sheppert stated that he did a little research on the curriculum outline for NWLTC Mansfield's Patient Care Technician course and found that students in the course learn phlebotomy and EKG skills sufficient to prepare them for state or national certification exams. Looking at the Workforce Commission's labor market information, he saw that Phlebotomist is a demand occupation within our Region. Given this information, CDC decided to approve WIOA financial assistance for the NWLTC Mansfield's Patient Care Technician course. We have notified Ms. Holder and the Louisiana Workforce Commission's office of our approval decision, but as of today, we have not received confirmation of our approval.

Mrs. Percival, presented the Patient Care Technician Program at NWLTC-Mansfield Campus, in printed form without modification. Mrs. Percival asked if there were any questions, abstentions, or opposition to the Patient Care Technician Program, and there were none. The Board unanimously approved the Patient Care Technician Program at NWLTC-Mansfield Campus. Board members that approved the Patient Care Technician Program were: Julie Bass, Dan Caldwell, Dianne Clark, Deborah Cloud, Kent Gibson, Ray Huddleston, Jacques Lasseigne Jr., Stephen Long, Bruce Roberts, David "Rocky" Rockett Jr., Curtis Shepard, and Clifton Starks.

#### **Reports:**

A. Activities Report:

Mr. Daniel Hodson, Local Area Coordinator, for The Coordinating and Development Corporation, stated that the WIOA Program has three funding streams - Youth, Adult, and Dislocated Workers. We receive a little over \$2 million per year from USDOL. CDC currently operates its own Youth Program, and under WIOA we must provide 14 Youth Elements.

Currently, we have approximately 46 Youth enrolled in our program. Mr. Hodson said our Adult and Dislocated Worker funds are spent for the most part on Classroom and Occupational Skills Training with approved providers who are listed on a Statewide Eligible Training Provider List. The list only includes those training programs that are in a demand occupations as determined through STAR Jobs, and through performance documentation submitted by each training provider that is applying to be included on the list. Currently, we have 121 Adults and 25 Dislocated Workers enrolled in the WIOA Program.

Mr. Hodson said that On-the-Job Training (OJT) is a beneficial training opportunity that assists both Adults and Dislocated Workers. It offers an employee that may not possess the skills needed with a chance to learn a new job while earning an income, and it allows an employer the chance to train an employee with less expense to the employer. The employer can be either public, private non-profit, or private sector. The employer can be reimbursed up to 50% of the wage rate of an individual for the extraordinary cost of providing the training. OJT is limited in duration, usually 6 months or less, and is based upon the target occupation for which the participants are being trained, the participants prior work experience, and the service strategy. After trainees have been certified as eligible for the program and hired by the employer, reimbursement begins and continues until the allotted training time ends. He said currently, we have 11 active OJT Contracts and 6 active participants.

**B. Progress Report:**

Mr. Hodson directed the Board's attention to the Division of Workforce Development Progress Report for the period of January 1, 2016 to December 31, 2016. He said the report contained demographics, the various workforce programs that we operate, employers that we have assisted, job fairs that we have sponsored, along with information on our field office locations.

**C. Youth Report:**

Mrs. Angie Rymer, Youth Recruiter, for The Coordinating and Development Corporation, reported briefly about HiSET and Work Experience Youth Program that she works with at all five technical colleges. She said that she visits the schools, talks to the students about HiSET, the incentives that we give for passing it, and finding them a job. Students have commented that they like the program. It works well for employers and participants. The participant has an opportunity to earn three months wages and gain experience. The employers have an opportunity to train an employee at the expense of WIOA. Mr. Stephen Long, Regional Adult Education Supervisor for NWLTC Minden Campus, commented that he and Mrs. Rymer were working together to coordinate activities since they were servicing the same population. He talked about the students that they serve. Mrs. Rymer ended by saying that some of the students in HiSET are home schooled. They are not your normal dropout students or failures, or someone with a bad past, but they need a chance. The Progress Report shows that we have 46 Youth currently enrolled in the program, 32 Youth have received follow-up services, and 22 Youth are participating in our Work Experience Program.

**D. OJT Monitoring Report:**

Mr. Sheppert, EO Coordinator and Monitor, for The Coordinating and Development Corporation, stated that he conducted an on-site review for Smith's South Central Sales Company located in Springhill (Webster Parish) on September 28, 2016.

He said that in September of 2015, the company entered into an On-the-Job Training Contract with CDC that funded six OJT positions: three Office Associates and three Stock Clerks. The company is a wholesale distributor of outdoor power equipment, and this was their first OJT contract with The Coordinating and Development Corporation. Mr. Sheppert stated that at the time of his monitoring visit, the company had hired three WIOA participants through the OJT contract. He learned that one of the participants had left his OJT position for other employment. Mr. Sheppert interviewed the two remaining participants and they confirmed that their work activities were consistent with their training outlines in the contract. He said that his desk review of the contract confirmed that the company was submitting time, attendance, and pay records for their WIOA participants to support all OJT reimbursements requested through invoices. Mr. Sheppert ended by saying that his desk review of the contract and monitoring visit disclosed no concerns or findings that require corrective action.

**E. SPNEG Sector Partnership Initiative:**

Mr. Jacques Lasseigne, Jr., Regional Industry Coordinator, for the Louisiana Workforce Commission stated that the Nation-Wide Sector Partnership Initiative from the Federal Department of Labor was a high priority, and we were able to get funds for the Shreveport Region, Alexandria Region, and North East Louisiana Region. North Louisiana received a special grant to begin this initiative and Region's 6, 7, and 8 are developing this at the present time. The initial conference call with our Consultant began on June 6, 2016, with our Regional Leadership Team. He said the Consultant did not want our Leadership Team to choose the sector, so our partners chose the sectors to work with. Region 6 which is Alexandria and Central Louisiana and Region 8 which is Monroe and Northeast Louisiana, chose the Healthcare Sector. Region 7, which is our Region (Northwest Louisiana), decided on the Manufacturing Sector. Mr. Lasseigne stated that on August 2, 2016: he and Mrs. Nada Percival traveled to Monroe to attend the Healthcare Partner Training Session. He said the first session on August 2, 2016, was training, and the next day August 3, 2016, was the official launch of the Healthcare Sector for Region 8.

Mr. Lasseigne stated that on August 18, 2016, the Northwest Louisiana Region held their Partnership Session and it was held at the Riverview Hall in downtown Shreveport, from 8:00 a.m. to 1:00 p.m. Mr. John Melville our Consultant facilitated the event. Over 40 partner representatives attended. The Sector Partnership Initiative was explained and examples were shown of successful Sector Partnership around the country. He said six "Industry Champions" in the Manufacturing Sector were identified and approached for this endeavor. They accepted the concept and their role. The six Industry Champions were: Mr. Jim Shockley (Gordon Inc. and Manufacturing Managers Council), Mr. Bob Ewing (Red Ball Oxygen), Mr. Ken Gardner (Alliance Compressors), Mr. Patrick Harrison (Sound Fighter Systems), Mr. Jeff Harper (International Paper, Container Division), and Mr. Rob Shepherd (Honeywell-UOP).

He said that the Manufacturing Sector Partnership held their launch meeting on November 17, 2016 at the Port of Shreveport-Bossier Complex. Twenty-nine manufacturing representative and 20 partners attended the event. The manufacturers chose two Priorities: (1) Increasing the Flow of Local Talent into Manufacturing Careers and (2) Marketing the Modern Manufacturing Industry and Careers.

Mr. Lasseigne stated that a Doodle Poll will be sent to Manufacturing representatives who attended the launch meeting and also to the leadership team and partners for a date and time of a follow-up session with them via conference call. The next meeting with the Manufacturing Sector Partnership Reps will be held in January of 2017 to refine the outcomes and strategies in the two priority areas that were decided on. The homework assignment before the next meeting was: (1) Identify your Company's Specific High-Priority Occupational/Career Needs (Talent Needs), (2) Identify activities you are currently involved in to market modern manufacturing to different audiences, and (3) Participate in upcoming conference calls to refine the outcomes and actions in each priority area.

**F. Budget and Operating Statement Report:**

Mrs. Percival stated that the Budgets and Operating Statements were in the packets and that should the Board have any questions to please contact her. Mrs. Percival said that her contact information was on a Business Card which was included in the packet.

**G. Board Chair and Vice-Chair**

Mrs. Percival stated that two openings existed on the Board that must be fulfilled by the next Board meeting - a Chairman and a Vice-Chairman, and both must be selected from the private employer sector. She asked the Board that those representing the private employer sector please think about serving in both of these positions, and to please contact her if they would like to volunteer.

**H. One-Stop Operator**

Mrs. Percival briefly informed the Board that in the new WIOA regulations, we will need a One-Stop Operator. This person would coordinate efforts between all of our partners for our One-Stop Centers. She said the deadline to have a One-Stop Operator has to be in place by July 1, 2017. She stated that we will have to put this out for procurement, and the quote cap of procurement should be less than \$50,000. She said if you know someone who is interested in becoming the One-Stop Operator to please let her know.

**VIII. Other Business**

- A. Mrs. Percival reminded the Board that as a Workforce Development Board Member, they are required by law to take the Ethics Training on-line by December 31, 2016. The Ethics Training website is: <http://ethics.la.gov/SeminarRegistration/>, she said that this was very important, and failure to comply with the training could result in a serious fine. Mr. Rockett asked her if she could send him the link. Mr. Long asked if this had to be done once a year, and Mrs. Percival answered yes.
- B. Documents included in the packet were: Business cards; Agenda; June 22, 2016, Meeting Minutes; August 17, 2016, Meeting Minutes; CDC Monitoring Policy; CDC Support Services Policy; Patient Care Technician Program Approval; Training and Employment Notice (TEN) from the U. S. Department of Labor; Region 7 WIOA Regional/Local Plan; Activities Report; Progress Status Report for the period of January 1, 2016, to December 31, 2016; Monitoring Report; Budgets and Operating Statements; Ethics Requirements; and Newspaper articles collected during the most recent quarter from all ten (10) parishes on employment and training activities throughout Northwest Louisiana.

C. Mrs. Spillers invited the Board after the meeting to take a tour of the building and to meet the Instructors.

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

Mrs. Percival stated that the next Workforce Development Board Meeting for LWDA 70 is tentatively scheduled for the Spring of 2017 and would be in at a different location each quarter. She asked the Board to please contact her should anyone have a suggestion.

**X. Adjournment:**

There being no further business, Mrs. Percival adjourned the meeting at 2:30 p.m.

**XI. Certification**

I, Daniel Hodson, Local Area Coordinator, for The Coordinating and Development Corporation, and representative for the Seventh Planning District Consortium Workforce Development Board does hereby certify that the above and foregoing are the Minutes of the Seventh Planning District Consortium dated Wednesday, December 7, 2016. A quorum was present.



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Daniel Hodson  
Local Area Coordinator