



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, September 19, 2018 at 11:30 a.m.
Silver Star Smokehouse, 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 11:50 a.m. Mr. Brent Moreland, Business Manager for the International Brotherhood of Electrical Workers Local 194, said the Pledge of Allegiance and Mr. Nicholas Olsen, Monitor for The Coordinating & Development Corporation, gave the invocation. Ms. Susan Butler, Secretary to the Workforce Development Board, called roll, introduced the guests, and recorded the minutes.

Members in Attendance: Mr. Michael Barrett, Ms. Julie Bass, Mr. Michael Chamlee, Mr. Brad Daniel, Ms. Nakeeta Demery, Ms. Ashley Ezell, Mr. Eugene Fremeaux II, Ms. Lynne Given, Mr. Patrick Harrington, Mr. Brandon Hillman, Mr. Brent Moreland, Mr. Bruce Roberts, Mr. Dakota Robinson, Mr. David "Rocky" Rockett Jr, and Mr. Matt Wheeler.

Members Not in Attendance: Mr. Jeremy Ashby, Ms. Mary Duncan, Mr. Stephen Long, Mr. Earl W. Meador, Ms. Patricia Moore, Mr. Curtis Shepard, Mr. Clifton Starks, and Mr. John "Chuck" Vaughan III.

Staff in Attendance: Ms. Sue Butler, Ms. Helen Hall, Mr. Daniel Hodson, Ms. Julie Moore, Mr. Nicholas Olsen, Ms. Terri Remedies, Ms. Angie Rymer, Mr. Craig Sheppert, Ms. Mary Helen Simms, and Mr. Jack Skaggs.

Other Guests in Attendance: Mr. Leighton Allen (Berkshire-Hathaway Home Services), Mr. Bruce Busada (Diesel Driving Academy), Ms. LaGaria Carter (WIOA Youth Participant for Bossier Parish), Ms. Bridgette Clark (City of Shreveport), Dr. Gayle Flowers (BPCC), Mr. Josh Johnson (Ivey Building Materials Center), Ms. Antoinette Livingston (City of Shreveport), Mr. Randy Lucky (Caddo Parish Commission), Mr. Jacques Lasseigne Jr, (Louisiana Workforce Commission), The Honorable Reggie Roe (DeSoto Parish Police Jury), Ms. Candle Sattler (One-Stop Community Solutions, Inc), Mr. Brian Teegardin (Louisiana Workforce Commission), Mr. Herman Vital (City of Shreveport), Ms. Angie White (North Louisiana Economic Partnership), and Dr. Woodrow Wilson (Caddo Parish Commission).

II. Review of Correspondence:

There was no correspondence to be presented at this time.

III. Old Business:

Action Items:

Approval of Minutes from the Workforce Development Board Meeting dated June 20, 2018: Mr. Wheeler stated that the minutes were emailed to all the members the day before this meeting. He then presented the Workforce Development Board Meeting minutes dated June 20, 2018, in printed form without modification. Mr. Bruce Roberts motioned to approve the minutes, and Mr. Eugene Fremaux II, seconded the motion. The motion was unanimously approved. Board members who approved the minutes were: Mr. Michael Barrett, Ms. Julie Bass, Mr. Michael Chamlee, Mr. Brad Daniel, Ms. Nakeeta Demery, Ms. Ashley Ezell, Mr. Eugene Fremaux II, Ms. Lynne Given, Mr. Patrick Harrington, Mr. Brandon Hillman, Mr. Brent Moreland, Mr. Bruce Roberts, Mr. Dakota Robinson, Mr. David "Rocky" Rockett Jr, and Mr. Matt Wheeler. There were no abstentions or opposition to the approval of the minutes.

IV. New Business:

Action Items:

1. Nomination and Approval of New Vice-Chairman

Mr. Wheeler stated that Mr. Ray Huddleston, Senior Vice-President of Citizen's National Bank and our Board Vice-Chairman, retired. He motioned to nominate Ms. Lynne Given to be the Board's new Vice-Chairman, and she accepted. Mr. Wheeler then asked for a second to his motion, and Mr. Bruce Roberts seconded the motion. Board members who approved the nomination of Ms. Lynne Given as Vice-Chairman were: Mr. Michael Barrett, Ms. Julie Bass, Mr. Michael Chamlee, Mr. Brad Daniel, Ms. Nakeeta Demery, Ms. Ashley Ezell, Mr. Eugene Fremaux II, Ms. Lynne Given, Mr. Patrick Harrington, Mr. Brandon Hillman, Mr. Brent Moreland, Mr. Bruce Roberts, Mr. Dakota Robinson, Mr. David "Rocky" Rockett Jr, and Mr. Matt Wheeler. Ms. Given abstained from voting for herself. There was no opposition.

Board Rotations, New Board Members, and New Staff

Ms. Angie Rymer, Director of Workforce Development, with The Coordinating & Development Corporation, stated that Mr. Robert Anglin, Vice-President of Financial Services, with Gibsland Bank and Trust, has been with our Board since 2010, would be leaving the Board as of September 30, 2018. She stated that Mr. Terry Reynolds, Business Manager and Financial Secretary, with International Brotherhood of Electrical Workers Local 194, had accepted a new position with a private business and has resigned from the Board. Ms. Rymer introduced Mr. Jeremy Ashby, Roadmaster, with Kansas City Southern Railway, as a new Board member along with Mr. Michael Barrett, Banking Center Manager, with Origin Bank, Mr. Brad Daniel, Chief Credit Officer, with Gibsland Bank and Trust, Ms. Ashley Ezell, Human-Resource Director and Mr. Dakota Robinson, Interim Chief Financial officer, both with North Caddo Medical Center.

Ms. Rymer also introduced Ms. Julie Moore, a new employee to CDC as Client Information Manager. She said Ms. Moore would be working in our Graphic Arts Department. Ms. Rymer introduced Mr. Nicholas Olsen, also a new employee to CDC. She said Mr. Olsen would be working with Mr. Craig Sheppert as a Program Monitor for our WIOA Program. Next, Ms. Rymer introduced Ms. Candle Sattler as our new One-Stop Operator. She said that Ms. Sattler was with One-Stop Community Solutions, Inc.

Mr. Hodson introduced Ms. Antoinette Livingston, One-Stop Operator, Ms. Bridgette Clark, Local-Area Coordinator, and Mr. Herman Vital, Bureau Chief of Workforce Development, all with The City of Shreveport, LWDA 71.

2. Budgets and Operating Statements

Ms. Rymer directed the Board's attention to a summary of the Budgets and Operating Statements and stated that these were all new budgets and did not require any signatures. She said that there was approximately \$200,000 that needs to be spent by the end of June in Youth Work Experience. There were no questions.

3. Activities Report

Mr. Daniel Hodson, Local-Area Coordinator, for The Coordinating & Development Corporation, stated that CDC operates Workforce Innovation Opportunity Act (WIOA) in ten parishes of Northwest Louisiana, and we have 11 offices operating within those parishes. He said that his job was to oversee the operation of those offices.

He described the On-the-Job Training Program (OJT) as a public, private, non-profit, and private sector program where employers could be reimbursed up to 50% of an employee's wage to help offset the extra ordinary cost of providing training and increased supervision related to that training. He stated that this allowed an employer a chance to train an employee with less expense to them and for the employee who may not possess the skills needed for a job, a chance to learn a new job while earning an income. He said that the OJT Program was limited in duration to six months or less depending on the training time needed for the target occupation for which the participant was being trained. He stated that after trainees had been certified as eligible for the OJT Program and hired by the employer, reimbursement began to the employer monthly and continued until the allotted training time expired. He noted that currently they had nine active contracts in the OJT Program and 21 participants.

Mr. Hodson said that one of the largest programs that we operate is the Classroom Training Program. The Classroom Training Program provides training services for adults, youth, and dislocated workers through our 11 Business and Career Solutions Centers. He said that customers used an Individual Training Account (ITA) to determine the type of training and which training provider best suited the customer's needs. WIOA training dollars were used to pay for the costs associated with the customer's training and included tuition, books, supplies, and uniforms. Mr. Hodson said that currently, we have 213 active WIOA participants and one of our goals for this year was to enroll more customers in the parishes that we serve. He said, to date, we have enrolled 97 new participants since May of 2018. Mr. Hodson said that for training providers in our region to be eligible to receive WIOA customers, training providers and schools must be included on a Statewide Eligible Training Provider List (ETPL). He said that schools provide the data on their various programs, and they must meet certain performance criteria, which include completion percentage, percent employed, and average wage.

Mr. Fremaux asked why we only had 21 customers in the OJT Program out of the ten parishes that we serve. He thought that the number should be higher. Mr. Hodson answered that in the past, we did not properly advertise and market the program, but now that CDC has hired an employee skilled in graphic arts, he said that we would be more proactive in advertising the program.

Ms. Rymer stated that currently we have one Business Services Representative (BSR) that covers our ten parishes, and she anticipates hiring a second BSR soon. Mr. Wheeler asked how many participants could be enrolled in a year. Mr. Hodson said there was no limit. Mr. Sheppert commented that it depended on the funding and how case management was issued. Mr. Brian Teegardin stated that Region 7 was doing very well and was one of the best two in the state.

4. One-Stop Operator Report

Ms. Candle Sattler, One-Stop Operator, with One-Stop Community Solutions Inc., began by thanking the Board for selecting One-Stop Community Solutions as their One-Stop Operator. She stated that the overall goal of the One-Stop operator was to ensure the coordination of services among the partner agencies so that career services were available to customers.

She said that she, and Mr. Hodson had made visits to each of the Centers to meet the staff and partner agencies, and they all seemed to have a good working relationship. Each Center ran smoothly and were well maintained. There were several computers not working, some were outdated, and CDC was in the process of replacing them. Ms. Sattler stated that she had been gathering research to create a brochure to help market the services that were available at the Bossier Comprehensive One-Stop Center, and she was working to create a resource guide for job seekers. She said that in the upcoming months, she would be meeting with all the partner agencies to discuss their role in operating the Bossier Comprehensive One-Stop Center.

Mr. Hodson stated that the purpose of the One-Stop Operator was to have another person come in and look at the operation of the One-Stop Centers. The One-Stop Operator observes the operations, how the center is run, what the staff and partner agencies need, and how the One-Stop Operator could make improvements. Mr. Teegardin stated the One-Stop Operator would also help on projects such as common intake, co-enrollment, and the budget to make sure that funds are being utilized properly and proportionately. There were no questions.

5. Monitoring Report

Mr. Craig Sheppert, EO Coordinator and Program Monitor, for The Coordinating & Development Corporation, gave a summary of his HiRE Review on WIOA participants issued ITAs for Truck Driver (CDL) Training for the first and second quarters of 2018. He stated of the 64 new WIOA participants enrolled in program activities, and 26 or 40%, were provided financial assistance (ITAs) to attend a four-week Truck Driver (CDL) Training Program at Diesel Driving Academy, Coastal College, and CLTCC-Natchitoches Campus.

Mr. Sheppert stated that on July 17, 2018 these 26 participants' HiRE entries were reviewed to obtain information on their training completion and employment status and to identify possible case management deficiencies. Mr. Sheppert said that the training start dates for the 26 participants ranged from January 29, 2018 to June 6, 2018. The occupational skills training activity code for the 26 participants showed that 15 or 58% had completed training. Since 11 of the participants started their training in late June, it was assumed they were still attending classes at the truck driving school for which they were issued an ITA. Of the 15 participants whose activity code showed successful completion; only three had a case closure in HiRE.

He said the case closures for these three participants contained employment information indicating they had obtained training-related truck driver jobs. At the time of the HiRE review, 23 of the 26 participants were still in active program status (no case closure/exit in HiRE). Mr. Sheppert stated that there were several case management deficiencies, such as, activity codes were showing a successful completion, but no credential or measurable skills gain information was entered into HiRE, which showed a remaining open activity. Since the deficiencies did not constitute a WIOA regulatory violation, no written corrective action response from the participant's assigned CDC Account Executive was necessary. However, it was recommended that the deficiencies be reviewed by the CDC Account Executive for possible correction since the deficiencies were, in most cases, related to a WIOA performance measure:

Mr. Sheppert then gave a summary of WIOA Participants Attending Louisiana Technical Colleges in 2017. He stated that 21 WIOA participants started educational or vocational training activities at Louisiana Technical Colleges located in Mansfield, Minden, Natchitoches, Ruston, Sabine, and Shreveport. On July 31, 2018, the 21 participants' HiRE entries (activity codes and case notes) were reviewed to identify participants completing an educational or vocational training activity. The results included: participants still attending an educational or vocational training activity; participants with a case closure (exit) in HiRE; and participants who may require additional case management activities or follow-up contact efforts to clarify their program activity status. He said that six of the 21 or 29% of the participants had obtained a HiSET or vocational training certificate. Eight or 38% of the participants had dropped out from their activity, and were shown as an unsuccessful completion, or a case note indicated they were no longer attending classes. Mr. Sheppert stated that of those eight participants, five had a case closure entered into HiRE. HiRE case notes indicated that only four participants were still attending an educational or vocational training activity at a CLTCC-Natchitoches Campus. In reviewing the 21 participants' activity codes and case notes in HiRE, only two were identified that may require additional case management activities or follow-up contacts to clarify their program outcomes.

Mr. Sheppert ended by reviewing a contract with International Paper Company Inc., and he stated that at the time of the monitoring visit on August 13, 2018, the contract with International Paper Company funded five OJT positions. Records on file at The Coordinating & Development Corporation showed that two WIOA adult participants had been hired through the contract. An examination of the payroll reports confirmed that there were enough to support all OJT reimbursements requested by International Paper for both WIOA participants. He said pay records for April showed that both WIOA adult participant's wages were increased from \$16.29 per hour to \$16.62 per hour.

During the monitoring visit, Ms. Kim Saffell, Lead Team Administrator with IP, assisted the Monitors by setting up an interview with the two WIOA Participants who were hired. Mr. Sheppert stated that both participants said that they had found out about job openings with International Paper through its website, and after completing the company's application and pre-employment screening process, they visited The Coordinating & Development's Business and Career Solutions Centers in Mansfield and Natchitoches for WIOA program enrollment. Both participants confirmed that they had received an explanation of the purpose of the OJT program from a CDC Account Executive.

He said that the training outline for the Operator Trainee position in the OJT Contract was reviewed with both participants, and they acknowledged that it was an accurate description of their work activities. Both stated that they were receiving adequate training and supervision to do their jobs. A unique feature of the training outline for the Operator Trainee position was the provision of training in a classroom setting for new employees at International Paper to obtain a White Belt Certification, which is a training program that is part of the internationally recognized Lean Six Sigma methodology for increasing efficiencies in both production and safety practices as part of the manufacturing process. Mr. Sheppert ended by saying that the interviews with the two WIOA participants confirmed that they had completed the White Belt training during their first four weeks of employment and had received certificates. The file review of the two WIOA participants disclosed no deficiencies requiring corrective action. Mr. Fremaux asked if he had any information from the technical colleges as to why the participants dropped. Mr. Sheppert answered that over the course of their training, anything could happen in the participant's personal life to cause them to drop out, and if the school decided that this is a good candidate for training, and we provided financial assistance, it is not always going to guarantee that the participant would complete training.

Ms. Rymer stated that we had received our performance measures from the state, and our local area had met or exceeded all our negotiated performance measures, which included: number of participants served, number of participants exited, employment during the second quarter after the exit, employment during the fourth quarter after the exit, median earnings, potential credential attainment, and measurable skills gain. Ms. Rymer said that LWC's goal for adults receiving a credential was 60 to 65%, and we had 75% of our adults receive a credential last year.

Ms. Remedies stated that this was a continuous struggle. She said when a customer is enrolled, they are case managed, and every obstacle is explored. But, when a customer is faced with an obstacle, they usually give up right away without exploring other ways to go around that obstacle. Ms. Remedies stated that the Account Executives always must be a positive face. When you show the participant that you care, they in return, will put out more to strive to accomplish their goals. Mr. Moreland stated that he didn't think we could put all the responsibility on the schools. He explained as a business owner, we were not in a different situation than the education facility. He said that every employee in this room had something in common for why they were losing employees whom they have hired.

Ms. Remedies stated that the Account Executives had a timesheet that the customer submits to them every two weeks. She said that if the Account Executive did not receive that timesheet from the school within three days, then that Account Executive was on the phone, trying to find out what was going on. Ms. Hall stated that her number-one problem with a customer was when they drop out it was because they needed money and said that they could not afford to stay in school. Ms. Given stated that her company was experiencing approximately 28% turnover among her employees with less than three years of service. She said that they were having to terminate them because they did not show up for work or could not do the job. There were no other questions or comments.

6. Youth Report

Ms. Mary Helen Simms, Youth Coordinator, with The Coordinating & Development Corporation stated since June, we had enrolled 16 youth in our program and have placed five in work experience. She said work experience was crucial in this program because we must spend 20% of our funding in that area. The problem was finding employers and youth. Ms. Simms stated in youth work experience, CDC pays for all the wages, and the youth are hired through Jean Simpson Personnel Services. She said that the youth are learning basic skills: showing up to work on time, how to dress appropriately, and they are literally being introduced to the world of work. Ms. Simms ended by saying that if any of the Board members knew of a business that would be interested in the youth work experience program, to please let her know.

Ms. Given asked what the maximum age for a youth to go into work experience was. Ms. Simms answered 24 years old. Mr. Wheeler asked if they could work both in work experience and OJT. Ms. Simms answered yes if there was some type of academic component to go along with OJT. Ms. Simms said that they tried to place youth in the same type of work that they are studying in school. Mr. Wheeler asked how long they could work on the job. Ms. Simms answered six months, and they could move from worksite to worksite throughout their training. Mr. Harrington asked how the youth were referred to our program. Ms. Simms answered from HiSET or adult education classes at the local technical colleges. She stated that the youth had to be out-of-school, and we must catch them before they enroll in college or vocational school.

Ms. Rymer said that if a student was enrolled in college and decided to sit out for a couple of semesters, that youth would be considered an out-of-school youth, and we could serve that person. Ms. Given asked what if the employer did not have a permanent position for that youth, did the program still want to provide work opportunities for them even though it was temporary. Ms. Simms answered yes. Mr. Wheeler asked if everyone in the program went through Jean Simpson Personnel Services. Ms. Simms answered only youth work experience participants. There were no other questions.

7. Success Stories

Ms. Helen Hall, Account Executive for Bossier and Red River Parishes, with The Coordinating & Development Corporation, stated that Ms. LaGaria Nicole Carter of Bossier Parish was a 30-year-old single mom with two young children who struggled to find employment with adequate wages to make ends meet. She said that LaGaria was able to get a part-time job with one of the local gaming chains as a Front-Desk Clerk making \$9.72 an hour. It was not enough money to properly care for her children, so she applied for public assistance through the DHS office. She was awarded assistance, but she felt that she needed to enroll in school to learn skills in the area that she always wanted to work in, but never had the opportunity due to limited income.

Ms. Hall said that LaGaria wanted to transition into the healthcare industry. Working in the medical field was what she always dreamed of doing. She heard about the WIOA program and came in to apply. She had such a kind caring spirit in which practical nursing seemed to be an ideal fit for her. Ms. Hall said that LaGaria was determined eligible through the program where she received tuition assistance and cost for her books.

Ms. Hall said that LaGaria began her training in Licensed Practical Nursing two years ago at the NWLTC- Shreveport Campus. She stated that LaGaria expressed her appreciation of the WIOA program on numerous occasions. Without the program's assistance, she would not have been able to attend school, and it also allowed her to focus more on studying where she maintained a 4.0 GPA the entire time. She graduated this summer from the NWLTC – Shreveport Campus on July 23, 2018 not just with honors, but Cum Laude of her nursing class. Ms. Hall ended by saying that the WIOA staff was proud of LaGaria's accomplishments and commended her for demonstrating her strength of character and ability to maintain her grades and composure even in the most distressful situations. Ms. Hall said that LaGaria was now on the path to a bright and successful future in the healthcare field. Ms. Carter stated that she was so thankful for this program, and that she sacrificed a lot to get to where she was today. She said that she accepted a new hire position with GS Specialty Clinic and will be working there as a recovery nurse.

Ms. Terri Remedies, Account Executive, for The Coordinating & Development Corporation, stated that in 2016, Ms. Mariah Hall moved to Sabine Parish from Bossier City to live with a friend. She was 22 years old and did not have a high school diploma or GED. Mariah was unemployed and had never held a job beyond three months during that year. Ms. Remedies said that Mariah was attending NWLTC–Sabine Valley Campus, and she was enrolled in Adult Education and Certified Nurse Assistant program. She said that Mariah's personal relationship did not work out with her friend and needed a place to live. Ms. Remedies said that a classmate in the CNA program took Mariah into her home. The classmate's mother brought Mariah to the Sabine Parish Business and Career Solutions Center to determine what services she would be eligible for. The family explained they would allow her to live with them and take her to school until she achieved her HiSET and completed the Certified Nurse Assistant program.

Ms. Remedies stated that an Individual Service Strategy (ISS) was developed to identify any other assistance Mariah might need to help obtain her HiSET and to support herself. Mariah achieved her HiSET on November 12, 2016. She continued her CNA program until the end of the semester in December. Ms. Remedies ended by saying that the classmate's family asked her to move out. In December 2016, Mariah moved back to Bossier City to live with her mother. In May 2017, she was able to obtain employment at Walmart as a cashier at \$9.00 an hour. Mariah asked for assistance to apply for Supplemental Nutrition Assistance Program (SNAP). The website address was provided, and she applied. Ms. Remedies stated that Mariah was having problems getting to and from work. WIOA agreed to pay for her to take a driving course to get her driver's license.

Ms. Remedies stated that Mariah enrolled in the driving class on July 8, 2017. She passed the classroom and written test but could not pass the drivers portion. In December 2017, Mariah received another promotion at Walmart to the Money Center making \$10.50 an hour. She was working nights and trying to make arrangements to take the driving test again. Ms. Remedies stated that Mariah eventually was able to complete the driving portion of the program after several illnesses and medical delays in July 2018. Mariah received another promotion to customer service representative at Walmart making \$12.50 an hour.

Ms. Remedies ended by saying that Mariah could not be here for the meeting because she had to work. She felt that Mariah was someone who needed structure, and that she would benefit from our program. There were no questions.

8. Guest Speaker

At this time, Mr. Wheeler called upon Ms. Angie White, Senior Vice-President of Workforce Initiatives, with North Louisiana Economic Partnership, to discuss ACT Work Ready Communities in Northwest Louisiana. Ms. White said that her company covered a 14-parish area in Northwest Louisiana for regional economic development. She said that the Workkeys differs from the ACT in that it measured work readiness. She said ACT starts with stories about communities and states using Workkeys to help people with their skills gaps.

She said Workkeys was about training institutions in their community to benefit job seekers as well as employers. Ms. White stated that as a team, they would want to find out what the real skills were that employers need for occupations with a lot of turnovers. The ACT developed a system profiling jobs to define what skills were in high-demand occupations that employers were having trouble keeping filled. She said they test as many members in the local workforce as possible for the Workkeys assessment to see what their skills are. When an employer has a job profile that has a Workkeys score assigned to it, and you have a job seeker that has taken the Workkeys test and earned a certificate with that score, there is a good match. This tells that this person has the capacity to be trained for that job. She explained how the system worked and said that they were learning how to talk to stakeholders, and the end goal was to have a fair number of employers match up with a fair number in the local workforce with a Workkeys certificate. She said that helps make it possible to see where we have gaps in our community and how we could revisit the skills of our workforce starting at entry level and up so our gap would get smaller. She said that they had a public launch of this program June 20, 2018 and have two years to achieve their goals before they are certified as a Work Ready Community.

She said that high-school students, as well as community and technical college students, were currently being tested in the Workkeys program to help them get certified. Once certified and upon graduation, they would be matched up with an employer who uses Workkeys in their hiring process. Ms. White stated that the cost to take the test is \$20 per assessment and that the Department of Education was paying for the test for these students to start the program. Ms. White explained that a Workkeys National Career Readiness Certificate (NCRC) test was earned by completing three Workkeys assessments: (1) Applied math, measures the ability to apply mathematic principles to problems encountered in the workplace. (2) Graphic Literacy, measures the ability to find, analyze, and apply information presented in workplace graphics, and (3) Workplace Documents, measures the ability to understand and apply written information presented in the workplace. She said that this was one area that most students fell short in because of the reading comprehension and the ability to follow the instructions.

The scores were in the form of a number of three and higher. A test score of three showed the employer that the job seeker was trainable. A test score of four showed the employer that the job seeker was advanced in his or her skill level, and a test score of seven showed the employer that the job seeker was capable of being a supervisor. She stated to get certified a student must test with a score of three on all three tests.

If the student has a test score of a two on any one of the tests, a Workkeys Certificate would not be issued, but the student did have the opportunity to take training in that particular subject and test again.

Ms. White stated that as the number of people increased in becoming Workkeys certified, employers were going to see these scores listed on the job seekers resumes and needed to know how to read the test scores. She also said that employers could use Incumbent Worker Training Grants to get their existing workforce tested, and their profiles validated. Ms. White said that there are four goals in the WorkKeys program. (1) Emerging Workkeys which is the number of individuals in the workforce that possess a Workkeys certificate. (2) Current workforce is the number of individuals who have a Workkeys Certificate. (3) Transitioning Workforce is the number of individuals who have a certificate which include unemployed, Veterans, and Adult Education. (4) Region supporting the use of NCRC certificates. Ms. Given asked if there were other parishes doing this. Ms. White answered the whole State of Louisiana was doing this. Ms. White ended by passing out several handouts on the ACT Work Ready Communities Program with her contact information. There were no other questions.

9. 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. Ms. Rymer 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, 2018. The ethics training website is <http://ethics.la.gov/SeminarRegistration/>. She 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.

V. 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 December 5, 2018.

VI. Adjournment:

There being no further business, Mr. Wheeler adjourned the meeting at 1:10 p.m.

VII. 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, September 19, 2018. A quorum was present.



Susan Butler
Workforce Development Board Secretary