



THE COORDINATING & DEVELOPMENT CORPORATION

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Jack "Bump" Skaggs
President and CEO

SEVENTH PLANNING DISTRICT CONSORTIUM WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Wednesday, June 14, 2017 at 11:30 a.m.

Ralph and KaCoo's Seafood Restaurant

Bossier City, Bossier Parish, LA

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 11:30 a.m. Mr. John "Chuck" 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: Robert Anglin, Julie Bass, Eugene Fremeaux II, Lynne Given, Ray Huddleston, Patricia Moore, Brent Moreland, William T. Reynolds, Bruce Roberts, Curtis Shepard, Clifton Starks, John "Chuck" Vaughan III, and Matt Wheeler.

Members Not in Attendance: Dianne Clark, Deborah Cloud, Nakeeta Demery, Mary Duncan, Stephen Long, and David "Rocky" Rockett, Jr.

Resigned from the Board: John Morgan, Chief Operating Officer, with Green Clinic in Lincoln Parish.

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

Other Guests in Attendance: Corine Ambler (Shreveport Job Corps), Bridgette Clark (The City of Shreveport), Kristy Fleming (Guest of Robert Anglin), Don Howard (Southern University), James Justice (Guest of Matt Wheeler), The Hon. Reggie Roe (DeSoto Parish Police Jury), Brian Teegardin (Louisiana Workforce Commission), and 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 LWDB 70 Meeting dated March 29, 2017:

Mr. Wheeler presented the Workforce Development Board Meeting Minutes dated March 29, 2017, in printed form without modification.

**IEDC - Accredited Regional Economic Development Organization
Providing Economic, Business, Community, and Workforce Development in the
Communities, Parishes, and Counties throughout the Ark-La-Tex**

Mr. Bruce Roberts motioned to approve the Minutes, and Mr. Clifton Starks seconded the motion. The motions were unanimously approved by the Board. Board members that approved the Minutes were: Robert Anglin, Julie Bass, Eugene Fremeaux II, Lynne Given, Ray Huddleston, Patricia Moore, Brent Moreland, William T. Reynolds, Bruce Roberts, Curtis Shepard, Clifton Starks, John "Chuck" Vaughan III, and Matt Wheeler. There were no abstentions or oppositions.

2. Approval of the One-Stop Operator:

Mrs. Nada Percival, Vice-President for the Division of Workforce Development with The Coordinating and Development Corporation, recommended that Northwest Louisiana Technical College be approved as the new One-Stop Operator for all the ten Parish Business and Career Solutions Centers in Northwest Louisiana. Mrs. Percival asked if there were any questions. A Board member asked who the reviewers were. Mrs. Percival replied, Ms. Mary Duncan, Ms. Lynne Given, and Mr. Jacques Lasseigne, Jr. Mr. Wheeler asked Ms. Lynne Given to share a few words about her review. Ms. Given said that overall, the difference between the two proposals was that NWLTC appeared to have more experience with workforce development, with students, businesses, and the educational system. She said the other proposal came from a company that seemed to have more experience in infrastructure rather than workforce development. Mr. Bruce Roberts motioned to approve the Northwest Louisiana Technical College as our new One-Stop Operator, and Mr. Clifton Starks seconded the motion. The motions were unanimously approved by the Board. Board members that approved the selection of Northwest Louisiana Technical College as our new One-Stop Operator were: Robert Anglin, Julie Bass, Eugene Fremeaux II, Lynne Given, Ray Huddleston, Patricia Moore, Brent Moreland, William T. Reynolds, Bruce Roberts, Curtis Shepard, Clifton Starks, John "Chuck" Vaughan III, and Matt Wheeler. There were no abstentions or oppositions.

3. Approval of New Office Hours for all Ten-Parish Business and Career Solutions Centers in Northwest Louisiana:

Mrs. Percival, presented the new office hours for all ten-parish Business and Career Solutions Centers in Northwest Louisiana, in printed form without modification. Mrs. Percival explained that one of the WIOA requirements was that LWC wants CDC to be available to people when they need us which may not be necessarily during operating hours. She said that at this point, she did not see a need to keep the center open until 7:00 p.m. or on Saturday, but rather to offer the option to make an appointment should one need to at that time.

Ms. Julie Bass asked if the staff would be working 40 hours, and Mrs. Percival answered yes. Mr. Daniel Hodson directed the Board's attention to a handout entitled LWDA 70 Business and Career Solutions Centers and noted that some offices close on Thursdays to allow for staff training, and if the staff is not in training, the staff uses that time to catch up, and the doors are not open to the public. Mr. Wheeler observed that the smaller offices were open one day a week. He asked if they were going to be in demand after hours. Mrs. Percival answered no. Mr. Wheeler also asked what type of people were accessing the Centers after hours. Mrs. Percival replied that CDC has not had any access after-hours previously because they did not have that availability until now.

Mr. Bruce Roberts remarked that what he was hearing was that CDC was wanting a period of time to evaluate and then bring it back to the Board if they need to realign the office hours. Mrs. Percival answered correct. Mr. Roberts asked what timeframe was CDC looking at, and Mrs. Percival said a year. Mr. Wheeler asked if someone needed to make an after hour appointment what the staff involvement would be and would the staff member be alone. Mrs. Percival, said no, she would never have just one staff member alone by themselves. She would always have two people in the office.

Mr. Clifton Starks asked in the event that one of these centers required someone to work after hours, would CDC be able to advise that staff member in a timely manner? Mrs. Percival answered, that CDC would allocate comp time to reimburse the employee. Mr. Wheeler asked if CDC made an appointment after hours, how CDC was going to budget that. He felt that was a lot to be budgeted for two people to come in for an hour or two and didn't see any good value in that and asked if there was an alternative. He suggested a Call Center to answer after hour questions. Mrs. Percival answered that a lot of Center's business was available online. As far as cost, she did not think there was a large demand for it, but that they had to meet the intent of the law and had to offer it. She said because they are doing comp time, she did not see this becoming a big expense. Ms. Julie Bass suggested that we partner with a public library for those after appointment hours so that would be in a public place and the employee would not be at-risk for safety. Mr. Bruce Roberts asked what would happen six months down the road if CDC budget was affected or CDC went over the budget for appointments after hours. Mrs. Percival stated that if these new office hours posed a problem, she would bring it back to the Board. She said if CDC starts to see more after hour appointments, then CDC can see that there is a need, but right now, there is no need for it. There were no other questions.

Ms. Lynne Given motioned to adopt the hours as presented, and Mr. Bruce Roberts asked to amend the motion to allow an evaluation period for one year, and it was accepted. Mrs. Lynne Given then revised her motion which would include the stipulation that the new office hours would be under evaluation for a period of one year. Mr. Clifton Starks seconded the revised motion. The motions were unanimously approved by the Board. Board members that approved the new office hours with the stipulation that there would be an evaluation period for one year were: Robert Anglin, Julie Bass, Eugene Fremeaux II, Lynne Given, Ray Huddleston, Patricia Moore, Brent Moreland, William T. Reynolds, Bruce Roberts, Curtis Shepard, Clifton Starks, John "Chuck" Vaughan III, and Matt Wheeler. There were no abstentions or oppositions.

4. Approval of Budgets and Operating Statements for April 2017:

Mrs. Percival, presented the Budgets and Operating Statements for April 2017, in printed form without modification. Mr. Clifton Starks, motioned to approve the Budgets and Operating Statements, and Mr. Bruce Roberts, seconded the motion. The motions were unanimously approved by the Board. Board members that approved the Budgets and Operating Statements for April 2017 were: Robert Anglin, Julie Bass, Eugene Fremeaux II, Lynne Given, Ray Huddleston, Patricia Moore, Brent Moreland, William T. Reynolds, Bruce Roberts, Curtis Shepard, Clifton Starks, John "Chuck" Vaughan III, and Matt Wheeler. There were no abstentions or opposition.

5. Approval to Not Continue the STEP Program:

Mrs. Percival, presented the STEP Program Amendment to Agreement and the STEP Collections Report, in printed form without modification and recommended to the Board that the STEP Program be discontinued on June 30, 2017. She said that the STEP program was a program that DCFS has contracted out. DCFS contracted this program to the Louisiana Workforce Commission (LWC) and in return LWC contracted out to the local areas. She directed the Board to a Collections Report date June 8, 2017, that showed that CDC had received only five payments from DCFS totaling \$8,984.02 during July 2016, leaving an unpaid balance of \$121,892.45 due to CDC for 2016 and 2017. She said that this was beginning to pose a financial issue. Mr. Wheeler asked if this was the payroll cost to the staff. Mrs. Percival replied yes and explained how to read the collection report. Mr. Starks asked had they given any reason why they were not paying what was billed to them. Mrs. Percival replied that they had trouble at the state level in getting the contract signed and in place. She also said that we invoiced them the same way as we did last year and they did not accept the invoice for different reasons. She said that we made the adjustments as requested and resubmitted the invoice, and it came back a second time rejected, and this seems to be an on-going issue. She said every area in the state is having the same issues.

Mr. Don Howard asked who "they" was. Mrs. Percival answered it was hard to say for both LWC and DCFS touch each other. She said our contract is with LWC and LWC's contract is with DCFS, so we invoice LWC. Mr. Herman Vital said that he thought the problem was with DCFS, and Mrs. Percival agreed. Mr. Matt Wheeler asked if LWC had any similar requirements with anyone else. Mrs. Percival answered not to the extreme of DCFS. Ms. Lynne Given asked what STEP meant. Mrs. Percival replied "Strategies to Empower People". She explained that the STEP program takes food stamps applicants and tries to assist them in getting back to work. She said it was her understanding that if we do not accept the contract, someone else will be offered the contract and did not think that would cause a problem for the program not to exist.

Ms. Given asked if the program is outsourced through Jean Simpson Personnel Services. Mrs. Percival answered yes, that we do not have permanent staff for these positions, and everything is tracked through the temporary agency. Ms. Julie Bass asked if CDC had tried to call a meeting with LWC and DCFS. Mrs. Percival replied yes. Ms. Bass asked if CDC had any matching costs and Mrs. Percival answered no. There were no other questions. Mr. William Reynolds motioned not to approve the continuation of the STEP Program. Mr. Eugene Fremeaux II, seconded the motion. The motions not to approve the continuation of the STEP Program were unanimously approved by the Board. Board members that did not approve the continuation of the STEP Program were: Robert Anglin, Julie Bass, Eugene Fremeaux II, Lynne Given, Ray Huddleston, Patricia Moore, Brent Moreland, William T. Reynolds, Bruce Roberts, Curtis Shepard, Clifton Starks, John "Chuck" Vaughan III, and Matt Wheeler. There were no abstentions or oppositions.

b. Reports:

1. Activities Report:

Mr. Daniel Hodson, Local Area Coordinator, for The Coordinating and Development Corporation said that CDC has ten active OJT contracts with seven active participants in those contracts and have obligated \$137,117. Mr. Hodson reported that CDC has 137 participants enrolled in classroom training currently enrolled in schools throughout the Region with 83 Adults, 18 Dislocated Workers, and 36 Youth in our WIOA program. Mr. Hodson said that CDC has had approximately 26,000 customers come through the Centers since July 1, 2016, to June 30, 2017. The statistics show that this is about 2,000 a month in foot traffic. He mentioned that the 12th Annual Veterans Job and Resource Fair was held May 18, 2017, at the Bossier Civic Center and had over 200 individuals with 79 vendors, 54 employers, and 25 service providers attending the event. He said the event was hosted by the City of Bossier City, the Bossier Chamber of Commerce, The Coordinating and Development Corporation, and the City of Shreveport. There were no questions.

2. Youth Report:

Mrs. Angie Rymer, Youth Recruiter, for The Coordinating and Development Corporation, said that at our last meeting, Mr. Herbert Dixon, with LWC, had made a presentation on the Cooperative Endeavor Agreement that we are trying to get implemented with the local school boards. She said to date, some progress has been made and hoped to get this completed by the fall so that we could capture those youth that decide to drop out. Mrs. Rymer said that she met with someone from the Advance Welding Program at BPCC and they were working towards a partnership to place some advanced welding students.

Mrs. Rymer said that a Community Resource Fair would be held in DeSoto Parish on Wednesday, June 28, 2017, from 9:00 a.m. to 12:00 noon at the First United Methodist Church in Mansfield, LA. The Resource Fair will be for all agencies to showcase to the public what services they have to offer, and she and Mrs. Debbie Robertson will be present to represent The Coordinating and Development Corporation's WIOA Program. She also said that The Louisiana National Guard Youth Challenge Program would also hold a Career Fair on June 22, 2017, from 9:00 a.m. to 11:30 a.m. at Camp Minden. The Career Fair will be for cadets graduating from the program. Mrs. Rymer said she and Ms. Mechelle Broussard, Business Services Consultant, for the Louisiana Workforce Commission, will attend the Career Fair and will talk to the graduates about their resumes, finding a job, HiSET, and will pass out several brochures about our services along with a flyer on My Life My Way and Louisiana Star Jobs. She ended by saying that they have a few youth that are interested in the Electrical Apprenticeship Program.

3. Monitoring Report:

Mr. Craig Sheppert, Monitor and EO Coordinator, for The Coordinating and Development Corporation, said that on May 23, 2017, three Program Monitors from the Louisiana Workforce Commission visited our office to review files that they randomly selected for 25 WIOA participants.

To date, our office has not received a report from the State's Program Monitors as to whether they identified any deficiencies or if they have any findings that we need to respond to as a result of their file review. Mr. Sheppert said that on June 5, 2017, he conducted a monitoring visit to American Appliance Service located on East Texas Street in Bossier City. He found that the first WIOA participant hired there through the OJT Contract voluntarily left her position as Receptionist/Secretary about eight weeks into employment. He said that CDC allowed the American Appliance hire a second WIOA participant to use the remainder of the first participant's OJT hours, however, he did find that in 2012 and 2013 three OJT WIOA participants were hired and voluntarily terminated their employment with American Appliance Service for a variety of reasons.

Mr. Sheppert said that in discussing these two contracts with the business owner, since the terminations were voluntarily, it was his assessment that there was no indication that American Appliance was abusing the program by hiring participants to get the OJT reimbursement payments from CDC, then intentionally terminating the participants after they complete their OJT hours. Mr. Sheppert said that his review of the OJT Contract and monitoring visit disclosed no concerns or findings requiring a corrective action response from the business. There were no questions.

V. Other Business:

At this time, Mr. Wheeler asked if there was any other business to come before the Board.

a. Ethics:

Mrs. Percival 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.

b. Personal Financial Disclosure:

Mrs. Percival directed the Board's attention to a handout on Personal Financial Disclosure and 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. Mrs. Percival 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.

c. Sector Partnership:

Mrs. Percival talked briefly of the official launch, meetings, and conference calls, on the Sector Partnership and said the Partnerships have begun working on achieving their objectives and have increased their efforts to expand the partnership to include additional employers. She said two committees had been formed with employers leading the Sector Partnership: One, a talent acquisition, (what skills the manufactures need and who has the training for those skills). She said this committee was co-chaired by Mr. Bob Ewing with Red Ball Oxygen and Mr. Chad Snitker with Omni Specialty Packaging.

The other committee was working on marketing and modern manufacturing and was co-chaired by Mr. Robert Mills of Calumet and Mr. Warren Roberts of Valco.

d. Discussions from the Board:

Mr. Reggie Roe, President of the DeSoto Parish Police Jury, commented that DeSoto Parish has contracted with Southern Cross Energy, a non-regulatory power company that will be transferring windmill power to AC power in DeSoto Parish. He said that when the transfer begins, it will create jobs for approximately 18 months. Mrs. Percival commented that she has also met with the company for possibly WIOA training. There was much discussion from the Board on problems that employers were facing, and one of the biggest problems was job seekers could not pass the drug test. Another problem that was discussed was the lack of education for youth referring to AG or shop programs being removed from the schools.

e. Documents included in the packet:

Agenda, Meeting Minutes dated March 29, 2017, Business and Career Solutions Centers New Hours, STEP Collection Report, STEP Amendment to Agreement, Request for Proposal (RFP) for the One-Stop Operators and Score Sheets, Ethics Documentation, Personal Financial Disclosure Forms, LWDB 70 Matrix, Budget and Operating Statements, Activities Report, Monitoring Report, Quarterly Progress Report, 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 Workforce Development Board Meeting for LWDA 70 date and location are to be determined.

VII. Adjournment:

There being no further business, Mr. Wheeler adjourned the meeting at 12:45 p.m.

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 dated Wednesday, June 14, 2017. A quorum was present.



Susan Butler
Workforce Development Board Secretary