



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 13, 2017 at 11:30 a.m.

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

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

Ms. Nada Attaway, Director of Workforce Development, for The Coordinating and Development Corporation, called the meeting to order at 11:30 a.m. Mr. John Vaughan III, gave the Invocation. Mrs. Susan Butler, Secretary to the Workforce Development Board, called roll, introduced the guests, and recorded the Minutes.

Members in Attendance: Julie Bass, Michael Chamlee, Nakeeta Demery, Mary Duncan, Lynne Given, Brandon Hillman, Stephen Long, Patricia Moore, Brent Moreland, William T. Reynolds, Bruce Roberts, David “Rocky” Rockett Jr., Curtis Shepard, and John “Chuck” Vaughan III.

Members Not in Attendance: Robert Anglin, Eugene Fremeaux, II., Ray Huddleston, Earl W. Meador, Clifton Starks, and Matt Wheeler.

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

Other Guests in Attendance: Richard Bates (Northwest Louisiana Technical College), Jay Cook (Louisiana Workforce Commission), Dr. Gayle Flowers (Bossier Parish Community College), Frankie Henderson (Project AYUDA), The Honorable Reggie Roe (DeSoto Parish Police Jury), Brian Teegardin (Louisiana Workforce Commission), Herman Vital (City of Shreveport), Jessie Walker (guest of Frankie Henderson), and Larry Wilson (guest of Curtis Shepard).

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.

New Business:

a. Action Items:

1. Approval of Minutes dated September 27, 2017, Workforce Development Board Meeting:

Ms. Attaway presented the Workforce Development Board Meeting Minutes dated September 27, 2017, in printed form without modification. Mr. Bruce Roberts motioned to approve the Minutes, and David Rockett Jr., seconded the motion. The motion was unanimously approved. Board members that approved the Minutes were: Julie Bass, Michael Chamlee, Nakeeta Demery, Mary Duncan, Lynne Given, Brandon Hillman, Stephen Long, Patricia Moore, Brent Moreland, William T. Reynolds, Bruce Roberts, David Rockett Jr., Curtis Shepard, and John "Chuck" Vaughan III. There was no questions, abstentions, or opposition.

2. Approval of American Job Center Certification:

Ms. Attaway presented the American Job Center Certification, in printed form without modification. Mr. David Rockett Jr., motioned to approve the Certification, and Mr. Bruce Roberts seconded the motion. The motion was unanimously approved. Board members that approved the American Job Center Certification were: Julie Bass, Michael Chamlee, Nakeeta Demery, Mary Duncan, Lynne Given, Brandon Hillman, Stephen Long, Patricia Moore, Brent Moreland, William T. Reynolds, Bruce Roberts, David Rockett Jr., Curtis Shepard, and John "Chuck" Vaughan III. There was no questions, abstentions, or opposition.

b. Other Reports:

1. Presentation of Budgets and Operating Statements:

Ms. Attaway presented the Budgets and Operating Statements for the 4th Quarter. She said the Budgets and Operating Statements did not need an approval. There were no questions.

2. Personal Financial Disclosure:

Ms. Attaway 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. Ms. Attaway 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. Mr. Moreland asked if he had turned in a Financial Disclosure for someone else during 2017, could he submit that for the requirement for the Workforce Development Board. Ms. Attaway replied yes, he could. There were no other questions.

3. Ethics:

Ms. Attaway 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. David Rockett, Jr. suggested that an email be sent out in December to all the members to remind them to do the Ethics Training. Ms. Attaway replied that she would do that. She also said that the Board could actually take the training in December, then turn around and do it again in January, and they would be covered for two years. There were no questions.

4. Changes in Staffing:

Ms. Attaway reported that she was stepping down from the Director of Workforce Development position for CDC as of December 31, 2017, to begin her duties as CDC's Comptroller. Mrs. Angela Rymer, Youth Recruiter for CDC, will take over the position as Director of Workforce Development beginning January 1, 2018. Ms. Attaway stated that Mrs. Rymer has 23 years of experience in providing career preparation and skills services and 15 years in leadership. Currently, Mrs. Rymer is the Youth Recruiter for CDC and has also been the Campus Dean for The Northwest Louisiana Technical College in Shreveport as well as many other positions. Mrs. Rymer holds a Master's Degree in Human Services Administration from LSUS. She was a former Board member on our Workforce Development Board, as well as other boards such as: North Shreveport Business Association, Caddo Career and Technology Center, and an accrediting team member for Council on Occupation and Education. There were no questions.

5. Activities Report and Quarterly Progress Report:

Mr. Daniel Hodson, Local Area Coordinator, for The Coordinating and Development Corporation, reported that they have two participants in the On-the-Job Training Program, three active contracts (one with Bossier Family Medicine, one with Royale Services, and one with Security Pro). We have obligated about \$75,192 for those three contracts and have adults and dislocated workers actually working in those positions. He stated we have 74 Adults, 22 Dislocated Workers, and 35 Youth in Classroom Training. He explained Classroom Training is where our grant pays for our participant's tuition, books, supplies, uniforms, and other things. Mrs. Given asked who the main contact was for our OJT Contracts. Mr. Hodson answered, Ms. Mechelle Broussard, Business Services Representative in Bossier Parish.

Mr. Hodson directed the Board's attention to the Quarterly Progress Report and explained that it contained information collected during the quarter before the Board meeting. Such information shared in the report is demographics, a press release from the State, programs that we operate, projects that we are working on, employers that we were working with such as: job fairs, hiring events, job orders, and plant closures, and last, the page of the report showed a list of information on all of our ten Business and Career Solutions Centers such as: phone numbers, locations, and hours of operation. There were no questions.

6. Monitoring Report:

Mr. Craig Sheppert, Program Monitor, for The Coordinating and Development Corporation, reported that he had monitored 18 participants at Coastal College. He said twelve of the 18 participants had completed the course and received their commercial driver's license. Three participants had dropped out from the course, and three participants had not yet completed their training. Of the seven (7) participants who had completed the training, and had been terminated from the WIOA program, six (6) had obtained jobs as truck drivers or a job requiring a Commercial Driver's License (CDL). Two additional participants who had obtained their CDL through Coastal College and found jobs as truck drivers. Mr. Moreland asked if Coastal College was in our area. Mr. Sheppert answered, depends if the participant is a resident of a parish within our Region. Mr. Moreland restated Mr. Sheppert's answer and asked so it only has to do with your Region, where they are domiciled. Ms. Attaway answered, correct. Coastal College was probably the closest training provider even though they were outside our area. There were no other questions.

IV. Other Business

- a. **Education Sub-Committee:** Ms. Attaway reported that the Education Sub-Committee had formed under Mr. Vital's Board representing both LWDB 70 and 71 Boards and are now ready to build its members. The members on the Committee would be comprised of our main sectors: Transportation, Manufacturing, Healthcare, and IT. She stated that the committee makeup did not have to be a Board member, but she would like to see a Board member involved. Dr. Flowers noted that they needed employers that were passionate about high school students getting the opportunity to get started in their careers. Ms. Attaway also stated that they needed employers that have representation outside of the Shreveport-Bossier Area and not just Shreveport-Bossier.

The first meeting was held on Monday, December 11, 2017. She said the purpose of this committee was to take a look at what was going on in Jump Start, to set goals, and also to make recommendations on what was important in our area. She said that the committee meetings would be held on the second Monday of every month at the City of Shreveport Director of Workforce Development's Office (Herman Vital's office) at 1:30 p.m., 401 Texas Street, in Shreveport. Ms. Attaway asked if anyone on the Board would like to be part of this Sub-Committee, and Mrs. Given volunteered.

- b. Ms. Attaway asked if the Board had anything to report. Ms. Given stated that International Paper has 30 Operator job openings coming up if the Board knew of anyone who would be interested. Ms. Attaway asked if the openings had been posted on the Louisiana Workforce Commission's website under HiRE, and Ms. Given stated that they had. There was no other questions.
- c. Documents included in the packet were: Agenda, Minutes, American Job Center Certification, Budgets and Operating Statements, Activities Report, Progress Status Report, Monitoring Report, LWDB 70 Matrix, Ethics Requirement, Personal Financial Disclosure, and Newspaper articles collected during the most recent quarter from all ten (10) parishes on employment and training activities throughout Northwest Louisiana.

V. Next Workforce Development Board Meeting:

The next Joint Workforce Development Board Meeting for LWDA 70 has been tentatively scheduled for March 14, 2018.

VI. Adjournment:

There being no further business, Ms. Attaway asked for a motion to adjourn the meeting. Mrs. Lynne Given so motioned, and Mr. Bruce Roberts seconded the motion. Ms. Attaway adjourned the meeting at 12:20 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, December 13, 2017. A quorum was present.



Susan Butler
Workforce Development Board Secretary