



# 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 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 11:30 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.

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:

Ms. Angie Rymer, Director of Workforce Development, for The Coordinating & Development Corporation, stated that CDC advertised the Request for Proposal for the One-Stop Operator in April of 2018 and two proposals were received. The first Proposal submitted was *In the Door, LLC* from the State of Georgia, and the second Proposal submitted was a local Proposal from *One-Stop Community Solutions, Inc.* Mr. Jacques Lasseigne, Jr., with the Louisiana Workforce Commission, Mr. Herman Vital with The City of Shreveport, and Ms. Lynne Given with International Paper/Board Member reviewed and rated the Proposals. Their recommendation was as follows: *In the Door, LLC* had good work experience, but, the committee was concerned how this company would network with our local One-Stop Centers being out of state. Based on this, the committee recommended *One-Stop Community Solutions, Inc.*, to 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 from the Board to approve *One-Stop Community Solutions, Inc.*, as the new One-Stop Operator. Mr. Clifton Starks so motioned and Mr. Bruce Roberts seconded the motion. The motion was unanimously approved. Board members that approved *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. Rymer 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 other 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 we had five active OJT Contracts in the OJT Program and \$131,514.80 has been obligated for this year. Mr. Meador asked why the number of contracts written were so low? Ms. Given answered she thought it was because the Federal government had certain regulations on hiring.

Mr. Wheeler stated he thought the problem was getting the word out to the employers about the WIOA program. Mr. Hodson stated one of the reasons why the number of contracts were so low was because we do not advertise, and we hope to change that by the end of the year. We are also trying to educate the employers about services that we provide through Employer Seminars.

Ms. Ragster stated that they have over 185 students at the Shreveport Job Corp Center. Fifty-percent of that 185 are almost trade complete, and 10 to 20% were trade complete. She said it is just a matter of getting those students out to the employers. There were many other discussions by the Board Members concerning the OJT program. Mr. Hodson ended by saying that there are 51 adults, 16 dislocated workers, and 32 youth enrolled in classroom training. There were no questions.

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 15 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 an hour. 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 when she places a youth at a worksite, the WIOA Program pays the wages. She explained that the employer is literally allowing a youth a place to work where they could gain work experience and the basic functions of coming to work every day. It teaches them to be on time, and how to dress. She said most employers pay up to 20 hours per week, but the WIOA Program could pay up to 40 hours per week. Ms. Given asked what was the age range? Ms. Simms answered 17 to 24.

Mr. Wheeler asked after six months was there any requirement for the employer to continue with that youth? Ms. Simms answered, there was no obligation. She said after the six months, if the employer did not want to continue with that youth, she would place that youth at another worksite. She stated the perfect scenario would be for the youth to complete their six months and possibly move into OJT. Mr. Wheeler asked if there was a possibility that OJT could do an internship with a youth? Ms. Simms answered that she was open to that idea.

Ms. Simms stated that another good thing about work experience is that it gave the youth an opportunity to see if he or she really wants to go into that field before they spend that one training opportunity learning something they did not like. She also said that we do want to see a youth excel educationally besides getting their HiSet and move on into occupational skills or some other type of training to further their education.

There were many other discussions by the Board Members concerning youth work experience.

Ms. Simms stated that she also has been working on getting the Cooperative Endeavor Agreements signed with the School Board Superintendents in all 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 City. Ms. Simms ended by saying that she attended a workforce development conference in Baton Rouge at the end of May. There were no questions.

**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. Ragster invited the Board to attend a *Business Partner Appreciation Luncheon* on June 27, 2018 from 11:45 a.m. to 1:15 p.m. at the Shreveport Job Corp Center. Ms. Rymer asked Ms. Ragster if it were possible to meet with her before the luncheon to talk to her about OJT. Ms. Ragster said yes. Ms. Stewart also 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. Given with International Paper said they needed maintenance personnel. Mr. Hillman with Christus Coushatta stated they needed LPNs. There were many other discussions by Board Members concerning the layoffs in our Region. Ms. Rymer ended by talking about Rapid Response and how they coordinated their services to aid 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. On the December 5, 2018 meeting, Mr. Meador volunteered the Technical College in Mansfield, LA and Ms. Given volunteered a tour of the International Paper Mill after the meeting. Ms. Rymer stated that if a quorum was needed, the meeting will be moved to Silver Star Smokehouse in Bossier City.

**VII. Adjournment:**

There being no further business, Mr. Wheeler adjourned the meeting at 12:40 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 20, 2018. A quorum was present.



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Susan Butler,  
Workforce Development Board Secretary