

**LWBD 71 Quarterly Board Meeting Minutes
June 28, 2023**

The Shreveport Local Workforce Development Board held its regularly scheduled quarterly meeting on June 28, 2023, at 11:30 a.m. The meeting was held at the Milam Street Kitchen Incubator & Community Kitchen (MS KICK), 1210 Milam Street Shreveport, Louisiana 71101.

LWDB 71 MEMBERS PRESENT

Julie Bass
Sandy Cimino
Anita Crafts
Katrina Early
Teresa Hefner
Jacques Lasseigne
Brent Moreland
Curtis Shepard
Adam Sistrunk
Keonia Thomas-Walker
Casey Travis
Reginald Wells
Angela White

REPRESENTATION

Goodwill Industries of North Louisiana
Community Bank of Louisiana
Dept of Children and Family Services
State Farm Insurance
Louisiana Rehabilitation Services
Louisiana Workforce Commission
Shreveport Area Electrical JATC
Shreveport Job Corps Center
Bancorp South
Calumet Packaging
Ochsner LSU Health Shreveport
United Parcel Service (UPS)
North Louisiana Economic Partnership

LWDB 71 MEMBERS ABSENT

Michael Joiner
Matt LaFisca
Lonnie McCray

REPRESENTATION

Shreveport Pipes Trade
Shreveport Area Electrical JATC
Southern University at Shreveport

LWDB 71 STAFF PRESENT

Lenard Adams
Kathy Brown
Penny Butler
Bridgette Clark
Pamela Freeman
Jacqueline Harrison
Sherral Jackson
Bonnie Moore
L Nicole Shelby

REPRESENTATION

City of Shreveport
City of Shreveport

CALL TO ORDER AND INVOCATION

Ms. Katrina Early welcomed everyone and called the Local Workforce Development Board Meeting for LWDB #71 to order. She also asked Mr. Reginal Wells to give the invocation.

ROLL CALL & INTRODUCTION OF GUEST

Ms. Kathy Brown called the roll and noted every member, guest, and staff in attendance.

COMMUNICATIONS

Mr. Lenard Adams stated that it was official, and he wanted to thank them all for their time and services. He commented that this was a perfect first meeting for everyone who just joined the board.

He informed the board that it had just been confirmed the day before the meeting that the Shreveport City Council had announced some re-appointment members as well as some new members.

Ms. Sandy Cimino, Mr. Reginald Wells, Ms. Katrina Early and Ms. Keonia Thomas-Walker were all Re-Appointment Board Members.

Mr. Lonnie McCray with Southern University, Ms. Anita Crafts with the Department of Children and Family Services and Mr. Curtis Shepard with Shreveport Job Corps were all new Appointments.

Mr. Adams shared a few updates since they met last June.

Last June when they met they were in the process of starting our FLOSSIP (Future Leaders of Shreveport Summer Intern Program) which was combined with the Mayor's Summer Intern Program. With both programs almost 150 youth were serviced that worked at different city departments for a total of 8 weeks at \$10.00 an hour.

This year we changed things back to hosting our own Summer Program so it's smaller. As of now we have 54 youth that we are servicing, 7 which is working at the Hilton Shreveport and we are only funding 47 youth across the city and within different departments.

We also were in the middle of a grant when we last met, the COVID DDWG which is Disaster Dislocated Worker Grant that has ended. The state did not renew that grant.

During that time, we had an opportunity to service many people that were affected by the COVID disaster, because of the pandemic we had special dollars that we used towards those that had businesses that were affected, individuals that were underemployed and unemployed especially due to COVID.

Mr. Adams said that he is proud of the Shreveport Early Start Initiative where Workforce connected with the City of Shreveport. They also in partnership with Community Foundation Northwest of North Louisiana.

The City Council allocated 3 million dollars just for Early Child Care Scholarships for children 0-3 years of age to attend Type III Child Care Centers just within the city limits of Shreveport.

The difference between our program and CCAP (Child Care Assistance Program) is that we went up to 300% poverty rate and CCAP stops at 200% so we were able to reach a little more household than them.

This important and a priority for our board to be involved is because we have a lot of parents at home that could not go to work because childcare was too expensive.

They hosted 3 events that were very successful at Bilberry Community Center, David Raines Community Center as well as A B Plamer Community Center.

The goal is to capture the parents' information, because in order to be eligible for the scholarship you have to have a Louisiana HiRE account. We would like to see them come into the American Job Center to get them into the trainings that we have to offer them.

Another change is that we use to have a One Stop Operator report, but since our last meeting our One Stop Operator, Ms. Livingston has moved on in her career, but we are still working Southern University.

Mr. Adams introduced Ms. Nicole Shelby as our Business Service Representative and explained what her role and responsibilities were for the department.

He thanked the board once again for their attendance.

Ms. Early thanked Mr. Adams for the updates and asked if there were any questions or concerns on anything that was discussed and there were none.

OATH OF OFFICE/CONFLICT OF INTEREST

Mr. Ed Jones, City Attorney for the City of Shreveport asked all board members including our four (4) new members that were in attendance, Ms. Casey Travis, Mr. Curtis Shepard, Ms. Anita Crafts and Ms. Teresa Hefner to all stand and raise their right hands and repeat the Oath of Office with him. After they were sworn in Ms. Early thanked them for continuing to serve and congratulated the 4 new members that were in attendance and officially welcomed them to the Local Workforce Development Board.

Mr Jones asked that all members sign their Oath of Office forms along with their Conflict-of-Interest forms in their folders and turn them in to him before leaving the meeting.

OLD BUSINESS

Approval of LWDB Meeting Minutes (9/14/21, 12/14/21 and 6/21/22)

Ms. Early stated that everyone should have received the minutes from the last three meetings by email.

She asked if there were any questions or concerns about the board minutes they had received and there were none.

She stated that they needed a motion to approve the minutes as written.

Mr. Reginald Wells made a motion to approve all three minutes as written and the motion was seconded by Ms. Sandy Cimino. The vote was unanimous.

Approval of WIOA Policies

Ms. Early stated that the revised WIOA Youth Work Experience Policy and the WIOA Adult and Dislocated Worker Work Experience Policy were also sent to the members by email and asked if there were any questions or discussions needed in reference to the two revised policies and there were none.

She stated that they needed a motion to approve the minutes as written.

Ms. Casey Travis made a motion to approve all both policies as written and the motion was seconded by Mr. Reginald Wells. The vote was unanimous.

NEW BUSINESS

Approval of Revised Regional/Local 2-Year Modification Plan

Ms. Early stated that there was some new business that needed to be approved and stated that everyone should have received an email with the copy of the Revised Regional/Local 2-Year Modification Plan for their review.

She asked if there were any questions concerning the Revised Regional/Local 2-Year Modification Plan and sincere there were none she stated that a motion needed to be made to approve the Revised Regional/Local 2-Year Modification Plan.

Mr. Jacques Lasseigne made a motion to approve the Revised Regional/Local 2-Year Modification Plan and the motion was seconded by Ms. Sandy Cimino. The vote was unanimously approved.

Approval of Memorandum of Understanding

Ms. Katrina asked if there were any questions about the approval of the Memorandum of Understanding from 2020 through 2023.

A few members replied that they did not receive a copy of the MOU.

Mr. Adams explained that with the Memorandum of Understanding it is our connection with our One Stop Partners. They have worked with Louisiana Workforce Commission and the Technical Assistance Program which we are required to do. As we put out our policies, they have been giving us recommendations on things to change in our policies and now that we have fulfilled all of the changes the last thing that we need to complete is getting the signature from all of our One Stop Partners.

Today we are trying to see if they can get the MOU approved provisionally upon them getting all the signatures.

Ms. Teresa Hefner asked was the MOU between the board and Southern University.

Mr. Adams stated that it is between all the One Stop Partners.

The question was asked why would it be done provisionally?

Mr. Adams said that once they receive the signatures, we won't have another board meeting until September.

Ms. Early summarized the discussion explaining that we are getting ready for board certification and right now our next board meeting is not until September, so we do need to get it checked for the board certification, so they need to vote on the MOU, so once we get the signatures then Mr. Adams will be able to present it to the board so they could actually get an approval.

Mr. Adam Sistrunk asked was the MOU for last year.

Ms. Early replied and told him that it was for the years 2020 through 2023.

Ms. Early asked that once they reviewed the MOU was there anyway they could email the approvals.

Ms. Bonnie Moore responded that she didn't think that email approvals were acceptable. She feels that the procedures should be clarified and revisited at another time.

Ms. Early asked for a motion to postpone the approval of the Memorandum of Understanding until it is reviewed and understood that they may have to have an emergency meeting to come and give the approval so we could actually pass the board certification.

Ms. Casey Travis made a motion to postpone and review the Memorandum of Understanding and meet the following week for approval. The motion was seconded by Ms. Angie White. The vote was unanimously approved.

BOARD TRAINING

Ms. Missy Grimmatt, Statewide Program Manager has been in Workforce Program Manager has been in Workforce Program for over 30 years.

She thanked the members for their services to the board and their communities. She also thanked the veterans in attendance for their services to our country.

Ms. Grimmatt announced that the board's training is to provide the framework of our local board composition and to also understand the role and responsibilities of the board.

She stated that the purpose of the policy is to provide guidance on the composition and certification criteria for the appointment and selection of Local Workforce Development Board (LWDB) members, the certification of the Workforce Development Board (WDB), and the outline of the roles and responsibilities and authority of the Chief Elected Officials (CEO), and the LWDBs relative to the Workforce Innovation and Opportunity Act

The agenda for the board training will cover Workforce Innovation and Opportunity Act (WIOA), WIOA Workforce Legislation, Louisiana Workforce Development Board's Purpose, Composition and Size, Louisiana Workforce Development Board's Nominations and Appointments, Louisiana Workforce Development Board's Requirements and Functions, Louisiana Workforce Development Board's Meetings,

By-Laws and Sunshine Provisions, Standing Committees, Conflict of Interest and Ethics and Board Certification.

The Workforce Innovation and Opportunity Act (WIOA) was signed into law by President Obama in July of 2014 and is designed to improve structure and delivery by assisting workers in achieving a family-sustaining wage as well as strengthening the alignment of employment, education, training, and support while helping jobseeker's succeed in the labor market and by matching employers with skilled workers.

Included in the law we have Workforce Partners which are core partners and required partners. There are 4 core partners, and they include the Adult, Dislocated Worker, and Youth Programs, Adult Education, Wagner-Peyser Employment Services and Vocational Rehabilitation Services. The remaining 12 are considered other required partners but not considered as core partners.

The purpose of the board is to provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system In the Local Area and to assist in the achievement of the State's Strategic and Operational vision and goals as outlined in the Combined State Plan; and maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.

Ms. Grimmatt stated that the composition of the board is broken in 3 specific categories. The categories are the Business Representation which should be more than half of the board, the Workforce Representation should be 20% or more of the board and the remaining should be the Other Representation.

The minimum size of a Local Workforce Development Board in Louisiana is 23 members, 12 members should be representing in the Business category, 5 members should be representing in the Workforce category, in the Education and Training category there should be 2 members representing and at least 4 members are required from the Government Economic and Community Development category. The CEOs may appoint additional members to assure the majority business representation and 20% minimum workforce representation is preserved.

Ms. Grimmatt explained that for the nominations and appointments that the CEOs will contact appropriate entities for nominations. Information for specified entities to

contact is included in the handbook that is attached to the policy, they must establish a formal nominating and appointing process for member appointments.

She stated that board members who no longer hold the position or status that made them eligible must resign or be removed by the CEO. A resignation is not effective until the CEO has accepted it.

When appointing members, they should be appointed for staggered terms where Private sector members will serve a 3-year term and Public sector members will serve a 2-year term

Workforce Investment Board Directors may not sit on a Board.

There are 3 basic areas of board functions the Strategic Functions, System Capacity Building and the Systems Alignment & Effective Operations.

Within the Strategic Functions the board will develop a local plan, conduct workforce research & labor market analysis, negotiate local performance measures, develop a budget and lead career pathways development.

With the System Capacity Building the board will identify and promote promising practices, convene, broker and leverage stakeholders to assist in writing plan and identify non-federal expertise and resources and engage a diverse range of employers to promote business representation and industry sector partnerships.

Ms. Grimmatt stated that with the Systems Alignment & Effective Operations the board will identify eligible training providers, designate One-Stop operators, they will perform program oversight and developing MOUs with One-Stop partners, they will conduct oversight of local youth activities and identify eligible youth providers and award competitive grants or contracts.

When conducting a Board Meeting a minimum of one official meeting of the LWDB shall be held quarterly that is at least four meetings a year. It should be no official business conducted in the absence of a quorum.

A LWDB vacancy does not lower the count of the total membership when considering a quorum.

All Local Workforce Development Boards must have by-laws in place to define, control and set the basic principles and manner by which organization will be operated. The by-laws address the nomination process used by the CEO to elect the LWDB chair and members, term limitations and how the term appointments will be staggered to ensure only a portion of memberships expire in a given year.

The by-laws also address the process of notifying the CEO of a LWDB member vacancy to ensure a prompt nominee. As well as the use of technology to improve LWDB functions, broker relationships with stakeholders, and any other conditions governing appointment or membership on the LWDB as deemed appropriate and as allowed under Louisiana Law.

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All LWDBs **must** have by-laws in place to define, control, and set the basic principles and manner by which the organization will be operated. The by-laws address the nomination process used by the CEO to elect the LWDB chair and members, term limitations, and how the term appointments will be staggered to ensure only a portion of memberships expire in a given year.

The by-laws also address the process of notifying the CEO of a LWDB member vacancy to ensure a prompt nominee. As well as the use of technology to improve LWDB functions, broker relationships with stakeholders, and any other conditions governing appointment or membership on the LWDB as deemed appropriate and as allowed under Louisiana Law.

Under the sunshine provision, the LWDB shall conduct business in an open manner. They should also make available to the public, on a regular basis, and through electronic means and open meetings, information regarding the activities of the Local Workforce Development Board such as the local plan prior to submission of the plan, membership, designation, and certification of one-stop operators consistent with the State plan, Awards of grants or contracts to eligible providers of youth activities and the minutes of formal meetings of the Local Workforce Development Board.

Ms. Grimmatt discussed the standing committee stating that the Local Workforce Development Board may designate and direct activities of a standing committee that should be chaired by a business member of the Local Workforce Development Board and should also include other Local Workforce Development Board members.

She also mentioned that the committee may include other individuals appointed by the Local Workforce Development Board who are not members of the Local Workforce Development Board.

Ms. Grimmatt also informed the board that the Standing Committee meetings may not be conducted virtually.

She discussed that conflict of interest is the conflict between the official responsibilities and the private interests of a person or entity that is in a position of trust. A conflict of interest would arise when an individual or organization has a financial interest or other interest in or participates in the selection or award of funding for an organization.

Ms. Grimmatt explained that the conflict of interest form that attests to the integrity of each member sitting on the board should be signed by all board members.

She ended the training by explaining the Ethics Requirements stating that all members must go to www.ethics.la.gov to complete the Ethics Training once every year while serving on the Local Workforce Development Board she also mentioned that the members must complete a Financial Disclosure form annually that is due to Louisiana Board of Ethics by May 15 th every year.

After her presentation, Ms. Grimmatt asked if there were any questions and there were none.

Ms. Early thanked Ms. Grimmatt for the training and asked if there any questions or concerns about the training and there were none. Ms. Early then asked Mr. Jacques Lasseigne to discuss the business service report.

REPORTS

Business Service Report

Mr. Jacques Lasseigne stated that last year there was a program called Drive Your Future was announced in South Louisiana.

He mentioned that Baton Rouge was given some special money that allowed them to put 100 people statewide in Truck Driving Training. There were 15 slots in Northwest Louisiana, there were 3 at Diesel Driving Academy, and 12 at Northwest Louisiana Technical Community College. They ended up with 10 in school because 1 dropped out and 1 failed his drug test.

He stated that Ardagh Glass closing in Simboro is holding a job fair for their 245 employees on July 19th in Ruston Louisiana at the Lincoln Parish Library Events Center.

He mentioned that they will be sending out invitations to area Manufacturers and asked the board to please refer any Manufacturing Plants that may be interested in any of the employees to him.

With the Broadband Initiative, they have been working with AT&T and NextLink on their Employment and Training needs, but they are not quite ready to hire anyone currently.

Last year they met about the Ochsner Pre-Apprenticeship Nursing Program in the High Schools, and everyone was excited about setting up in Caddo Parish, but the Caddo CTE Coordinator left for a job with the NW LA LTCC – Minden Campus and Ochsner announced that they were laying off 700 administrative staff and because of these issues it has slowed the program down.

He stated that those were the main points right now and that he was so happy to have the board members there.

Financial Report

Ms. Early stated that in the absence of Ms. Sheila Gipson everyone had a copy of the financial report in their folder for their review.

REMINDERS

Personal Financial Disclosure and Ethics Training

Ms. Early acknowledged that May 15th had passed, but the Personal Financial Disclosure forms were due May 15th. She asked that if they have not completed it to please do so and get it turned in to the state as soon as possible.

Ms. Cimino stated that the Louisiana Workforce Commission will send you a letter and call you and if it is not submitted you will be fined.

She also reminded the members that the Ethics Training is due by December 31st and asked that they complete this training as well as the Financial Disclosure Forms. She confirmed that there is enough time to complete this training before the end of the year.

At this time Ms. Early explained to the new members that they will not have to do the Financial Disclosure Forms until next year by May 15th but they do need to complete the ethics training by the end of the year.

Next Meeting

Ms. Early informed the members that the next meeting is tentatively scheduled for **Tuesday, September 19, 2023**. The meeting will be held at the Hilton Shreveport, 401 Market Street.

ADJOURNMENT

Adjournment

As Chairperson of the board, Ms. Early thanked the Board members for participating and for all their feedback. She thanked Attorney Jones for coming in and she also thanked So Goody Good for the lunch.

Being that there was no other business or concerns, Ms. Early adjourned the meeting.

 **Certification**

I, Kathy Brown, Management Assistant for the City of Shreveport, Bureau of Workforce Development, and the Secretary for Shreveport's Local Workforce Development Board LWDB #71, do hereby certify that the above and foregoing are the minutes of the Local Workforce Development Board meeting for June 28, 2023.

Kathy Brown,
LWDB #71 Secretary

Katrina Early,
LWDB #71 Chairperson