



## **CALL TO ORDER AND INVOCATION**

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

## **ROLL CALL & INTRODUCTION OF GUEST**

Ms. Kathy Brown called the roll and noted every member, and staff in attendance. She also noted that no guests were attending the meeting.

## **COMMUNICATIONS**

There was no communication

## **OLD BUSINESS**

### **📌 Review and Approval of Executive Committee Policy**

Mrs. Katrina Early mentioned that at the last meeting the draft Executive Committee Policy was presented and there were recommendations made by the board.

She asked Mrs. Bridgette Clark to come and explain the policy with the recommended updates from the board.

Mrs. Clark gave everyone in attendance a copy of the Executive Committee Policy in draft form and shared the policy virtually with everyone who attended by Zoom.

Mrs. Clark stated the board had reviewed and discussed the Executive Committee Policy at the last board meeting and based on comments and feedback received, edits were made to the draft policy.

It was suggested that the board go back and review the By-Laws to see if the Executive Committee was included. It was found that the By-Laws did allude to the Executive Committee; however, it did not outline the steps that govern the committee, so editing was done to include all. Other edits made were that each Executive Committee member should serve at least one year with an annual renewal of up to one additional year and at least 51% of the Executive Committee members need to be present to constitute a quorum and items up for approval, 51% of the Executive Committee need to be present with 51% in favor of item being approved.

Mrs. Clark also noted that the purpose of the Executive Committee Policy is to facilitate decisions on behalf of the board when urgent or emergency circumstances arise.

She stated that everything else remained the same, but they wanted to bring it before the board to review and approve.

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Ms. Angie White asked, what are the other standing committees?

Mrs. Clark answered, There's not any at this time.

Ms. White then asked if the membership of this committee would total five (5)?

Mrs. Clark answered yes.

Ms. White stated that it should be three (3) to have a vote and Mrs. Clark answered yes.

Ms. Sandy Cimino asked who are the members of the Executive Committee?

Mrs. Clark answered the Executive Committee comprises of the Chairperson, the Vice Chair, and the four (4) members who volunteered at the last meeting - Mr. Reginald Wells, Ms. Sandy Cimino, Ms. Angie White and Mrs. Keonia Thomas Walker.

However, with four (4) volunteering and only three (3) is needed to serve along with the Chair and Vice Chair - it was decided that Mrs. Keonia Thomas Walker would be recused and only include Mr. Wells, Ms. White and Ms. Cimino.

Mrs. Clark asked if there were any other questions concerning the Executive Committee Policy and there were none.

Mr. Jacques Lasseigne made a motion to approve the Executive Committee Policy and the motion was seconded by Mr. Regional Wells.

Mrs. Early stated that they Executive Committee Policy has been approved and the vote was unanimous.

## **NEW BUSINESS**

### **Approval of LWDB Meeting Minutes (03/11/21)**

Mrs. Early stated that everyone should have received the minutes from the last meeting on March 11, 2021, by email.

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

Ms. Sandy Cimino made a motion to approve the minutes as written. The motion was seconded by Ms. Angie White. Every member was in favor of approving the minutes from the last board meeting as written. The vote was unanimous.

**✎ Approval of Youth Providers**

Mrs. Clark stated that two of the Youth Proposals received were submitted by agencies that are currently represented on the board and asked if they would recuse themselves from the discussion. She then introduced Mrs. Penny Butler to discuss the Youth Proposals submitted.

Mrs. Penny Butler stated they received five (5) Request for Proposals from Providers - Compassion for Lives, Goodwill Industries, Northwest Louisiana Community Development Corporation, Volunteers of America and Southern University at Shreveport.

She stated the Review Committee for the Proposals comprised of staff members and board members. The criteria used for rating Proposals were Program Elements, Performance Measures, Statement of Work and Budget. She also stated that Providers that serviced our youth previously received bonus points.

Mrs. Butler explained that the proposals had to rate at 70% or above to be recommended for funding. There were four (4) out the five (5) that met this rating - Goodwill Industries, Northwest Louisiana Community Development Corporation, Southern University at Shreveport and Volunteers of America. These four will be submitted and the contract will be July 1, 2021 to June 30, 2022.

Mrs. Butler asked if there were any questions and there were none.

Mrs. Clark iterated the program year is July 1, 2021 to June 30, 2022; however, they won't go out for proposals for another three years, so the providers will have an option to renew if they are meeting performance to continue on for an additional two (2) program years.

Mrs. Early asked if they were any questions concerning the youth service providers.

There were no questions.

Ms. Angie White made a motion to approve the four recommended youth service providers for funding. The vote was seconded by Ms. Sandy Cimino. The vote was unanimous.

**✎ Approval of One Stop Operator**

Mrs. Clark cited this year Proposals were sent out for the One Stop Operator.

Currently, Southern University at Shreveport is the One Stop Operator. Southern's Representative was present at meeting and was asked to recuse from discussion.

There were two other Proposals submitted - ABG Professional Development Solution out of Monroe, LA and Castles of Dreams, LLC out of the Baton Rouge/New Orleans area.

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The RFP went out in April with a deadline for submission of May 14, 2021.

The Review Committee for these Proposals comprised of another board director and three staff members.

All the proposals rated fair at a passing rate above 70%. ABG averaged 85%, Castles of Dreams, LLC averaged at 75% and Southern University at Shreveport averaged 90%.

Mrs. Clark stated she we wanted to get a vote on accepting one of these agencies to continue the path that's expected at the One Stop Center (Caddo American Job Center) and that's helping individuals reach employment.

Mrs. Early asked if there were any questions on the One Stop Operator. There were none – so she asked for a motion of approval.

Mr. Jacques Lasseigne made a motion to approve the One Stop Operator. It was seconded by Ms. Keonia Thomas Walker.

Ms. Angie White asked for clarification if they were approving the Agency that scored the highest.

Mrs. Early answered yes. Mrs. Early announced that the vote was unanimous to approve Southern University at Shreveport as Caddo American Job Center's- One Stop Operator.

Mrs. Bonnie Moore mentioned that some of the members may not know what the One Stop Operator does and asked if Mrs. Clark would elaborate on the title.

Mrs. Clark gave a brief description of the rules and responsibilities of the One Stop Operator. She stated that the Operators are required to coordinate the delivery of partner program services at their American Job Centers, ensuring that they can provide customers with career services, training services, and other employment related services provided by required partner programs.

Mrs. Early asked if there were any questions or comments about the One Stop Operator. There were none

### **➡ Revised Regional/Local Plan**

Mrs. Clark mentioned the Revised Regional/Local Plan discussed and prepared at the December 2020 meeting was submitted to the State for approval.

The State reviewed the plan and provided feedback on what was lacking as well as what was omitted.

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She stated everyone should have a copy of the summary of items that were identified. Plan will be revised, updated and resubmitted to the State within the next 30 days. Deadline for reviewing will be July 2, 2021.

Mrs. Clark stated the re-vised Plan will be brought back to the Board for approval before submitting to the State.

Mrs. Clark asked if there were any questions on the Revised Regional/Local Plan and there were none.

She added the plan is completed every four years. The dates will be from July 1, 2021 through June 30, 2024. A year before the Plan ends, the Board will go back and do a new one with new information and new Labor Market Information.

She also explained that there is no approval at this time, but after July 2, 2021, she will be come back to the Board to ask for approval of the Revised plan to be submitted to the State for approval.

### **↓ WIOA Performance Report**

Mrs. Clark mentioned from the last meeting, the WIOA Performance Report was briefly discussed, and it was explained how the Workforce Development Boards across the state provide funds to service Adults, Dislocated Workers and Youth under the Workforce Innovation and Opportunity Act.

She also stated that each quarter the State provide each local area with feedback on how they're performing. Local areas have three programs they are tasked with providing performance outcomes - Adult population, Dislocated Worker population and the Youth population.

Mrs. Clark directed everyone's attention to the projection screen and pointed out the results of the third quarter performance from January through March of 2021.

She stated the areas on the Performance Report Printout that's highlighted in "green" - identifies exceeding. If there is "no color" – identifies meeting and if it's highlighted in "red" – identifies not meeting that performance.

According to the report Mrs. Clark pointed out that the local area exceeded in all the Adult performance measures except Measurable Skills Gain. Measurable Skills Gain records an individual performance and/or skills progression and goals

The Gains are recorded on an annual basis, so we pull individuals information in this category and continue to work with them until we can get a positive outcome for everyone.

Mrs. Clark pointed out in the Dislocated Worker category, we didn't fare well either, but as stated earlier, we continue to work with them until we get positive results.

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As for Youth this quarter, she stated we met or exceeded every category.

Mrs. Clark reiterated we fared well but can do better; She also stated that she is aware that performance has been affected by COVID-19 and that a lot of individuals are not working at this time and some are just not ready to return to the work.

Mr. Patrick Harrison asked why such a discrepancy in measurable skills gain where the state is up 70% and we're down 35%? He expressed that he felt the numbers would be much closer.

Mrs. Clark explained that it is not just the local area, but there are 14 other areas that contribute to that number and all work to help the state meet its performance.

She went on to say that she would go back and look at the numbers and hopefully she can have a better answer for Mr. Harrison.

Ms. Angie White then asked a question (off current topic) - If the issue was resolved with the Medical Assistant Training, what's keeping it from progressing?

Mrs. Clark answered that the Medical Assistant Program with Oschner Health was resolved on the City's part and were able to move forward with the contract; however, they are now working with the training provider to get everything lined up for the training.

Mrs. Clark asked if there were any other questions or comments about the performance measures and there were none.

### **Business Service Report**

Mr. Jacques Lasseigne gave a brief summary of a Business Service Report.

He stated that the state and governor declared the week of May 24<sup>th</sup> as Workforce Week.

In conjunction with Workforce Week, Louisiana Workforce Commission sponsored a Virtual Job for the week. It targeted Monday for Manufacturing job seekers, Tuesday for Healthcare job seekers, Wednesday for Hospitality/Tourism job seekers, Thursday was for Transportation/Warehouse job seekers and Friday was for IT job seekers.

4,706 applicants registered for the job fair and over 100 employers registered.

Of the 100 employers that registered, 25 were from Region 7 (Northwest Louisiana) and 31 were from the Healthcare Sector.

Lastly, Mr. Lasseigne mentioned that Louisiana Workforce Commission will be promoting Louisianans to get back to work.

↓ **Financial Report**

In the absence of Ms. Sheila Gipson, the financial report was briefly discussed by Mrs. Bridgette Clark.

She informed the Board members that the Youth Program has a balance of \$954,169.00, Adult has a balance of \$719,664.00 and Dislocated Worker has a balance of \$1,179,710.00.

Mrs. Clark explained that we have until June 2022 to spend these funds.

She also added that due to COVID-19, things have been a little slow; however, we(they) have continued providing services.

She asked if there were any questions about the financial report and there were none.

↓ **Financial Disclosure and Ethics Training**

Mrs. Early asked that Board members please complete their Financial Disclosure and submit as soon as possible. The deadline for submittal was May 15, 2021 so they are past due.

She also reminded the members their Ethics Training is due by December 31<sup>st</sup>. She reemphasized the importance of completing this training as well as the Financial Disclosure Forms.

↓ **Next Meeting**

Mrs. Early informed the members that the next meeting is scheduled for **Tuesday, September 14, 2021**. They will have options to come in person or continue to do virtual.

↓ **Adjournment**

As Chairperson of the board, Mrs. Early thanked the Board members for their participation and for all their feedback.

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

 **Certification**

I, Kathy Brown, Administrative 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 Workforce Investment Board meeting, with a quorum present, for June 15, 2021.



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Kathy Brown,  
LWDB #71 Secretary