

SHREVEPORT LOCAL WORKFORCE DEVELOPMENT BOARD

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KATRINA EARLY
CHAIRPERSON

Phone (318) 673-7500

ADRIAN PERKINS
MAYOR

The Shreveport Local Workforce Development Board held its regularly scheduled meeting on December 17, 2020 at 11:45 a.m. The meeting was held virtually via Zoom.

LWDB 71 MEMBERS PRESENT

Julie Bass
Janice Brown-Sneed
Sandy Cimino
Katrina Early
Susan Evans
Robert Ewing
Patrick Harrision
Michael Joiner
Jacques Lasseigne
Brent Moreland
Daphne Smallwood-Smith
Shelli Ulrich
John "Chuck" Vaughn
Keonia Thomas-Walker
Reginald Wells
Angela White

REPRESENTATION

Goodwill Industries of North Louisiana
Southern University at Shreveport
Community Bank of Louisiana
State Farm Insurance
Libbey Glass, Inc
Red Ball Oxygen
Sound Fighter Systems
Shreveport Pipes Trade
Louisiana Workforce Commission
Shreveport Area Electrical JATC
Dept of Children and Family Services
Bossier Parish Community College
Louisiana Rehabilitation Services
Calumet Packaging
United Parcel Service (UPS)
North Louisiana Economic Partnership

LWDB 71 MEMBERS ABSENT

Robyn Fawley
Johna Hayes
Matt LaFisca
Victor McGee
Kimberly Pool
Alynia Roberson
Jim Shockley

REPRESENTATION

McElroy Metal
AEP SWEPCO
Shreveport Area Electrical JATC
Shreveport Job Corps Center
HRI Properties, LLC
Honeywell
Gordon Incorporated

LWDB 71 STAFF PRESENT

Herman Vital
Bridgette Clark
Kathy Brown
Bonnie Moore
Penny Butler
Celena Strickland

REPRESENTATION

City of Shreveport
City of Shreveport

Call to Order and Invocation

Mrs. Katrina Early called the Local Workforce Development Board Meeting for LWDB #71 to order and asked Mr. John Vaughn to give the invocation.

Roll Call & Introduction of Guest

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

Ms. Brown informed the board that there was a quorum.

Communications

None.

Old Business

Medical Assistant Training

Mr. Herman Vital gave an update on the Medical Assistant (Customized Training Program).

Mr. Vital mentioned that the contract has been signed by the representatives in Baton Rouge and New Orleans and soon we should be receiving it for the Mayor's signature.

We are combining our efforts with Local Workforce Development Board #70 and then intend to train approximately 20 Medical Assistants in the program. In this Customized Training program these participants will go to Bossier Parish Community College to do basic classroom training activity and they will do On The Job Training at Ochsner Hospital.

Hopefully after the first of the year, we will be done with the recruiting process and we can get the class started by February.

Mr. Vital thanked the board for supporting the program and asked if there were any questions.

There were none.

New Business

Approval of LWDB Meeting Minutes (12/10/19)

Mrs. Early stated that everyone should have received the minutes from their last physical meeting on March 10, 2020.

She asked if there were any questions or concerns about the minutes they had received.

Being there were no questions or concerns Ms. Sandy Cimino made a motion to approve the minutes as written. The motion was seconded by Mr. Reginald Wells. Every member was in favor of approving the minutes from the last board meeting as written. The vote was unanimous.

Regional/Local Plan

Mr. Vital mentioned that every four years we are mandated statutory and regulatory by the Department of Labor to submit a two year activity plan.

The Regional Plan is where Local Board #71 and Local Board #70 combine our efforts to plan all workforce activities for our region.

This plan deals with Economic and Workforce Analysis, Strategies for Service Integration, Visions, Goals and Implementation Strategies, it talks about Operating Systems and Policies and our overall Performance Goals and Evaluations.

He asked the board that if they have not would they please take time to read the plan.

Mr. Vital stated that we needed the board to approve the plan because we have to get it to Louisiana workforce Commission by the end of December.

Ms. Angie White asked could they get the information on what changed from the last time.

Mr. Vital stated that there wasn't much that changed other than statistical numbers.

Ms. Early asked if there were any others questions and did everyone understand what they were voting on.

There were no questions.

Ms. Susan Evans made a motion to approve the Regional/Local Plan and the motion was seconded by Mr. Reginald Wells. Every member was in favor of approving the Regional/Local Plan. The vote was unanimous.

Policy and Procedures

Mr. Vital stated that everyone knows that we have to operate by policy.

He mentioned that they've done this before but they have to update the policies as we go.

One of the problems is that the board approved plans that we stated we would utilize which is a lot of the city's policy plans, but nowhere in our minutes did we indicate that you had approved us to utilize the city's plan and that must be shown in the records.

We are asking that you kindly do that by approving the policies where we adopted the City's plan and updating the other policies that have been discussed previously.

Mr. Vital stated that they will be coming to the board regularly about the policy and procedures because they are undergoing a lot of changes right now and there will be a need to meet frequently and he hope by zooming they could possibly meet more often than once a quarter because the changes that this program is going through the policy and procedures will be changing and we will have to get your approval for everything.

Ms. Bridgette Clark added that we were governed by the Workforce Investment Act and a lot of our policies we are updating to reflect the WIOA Regulations meaning that a lot of the policies we already have in place is just us updating the new procedures that we have in place that we've been governed to put in place by the Louisiana Workforce Commission.

Ms. White asked if the changes were effective due to the COVID situation or is the laws to get rules and regulations passed from when WIOA was approved.

Ms. Clark stated that was correct and that a lot of the policies have just taken time to get passed down from Workforce Investment Act (WIA) to Workforce Innovation and Opportunity Act (WIOA).

Ms. Early asked if there were any other questions concerning the policy and procedures.

There were none.

Ms. Sandy Cimino made a motion to approve the Policy and Procedures and Ms. Susan Evans seconded the motion. Every member was in favor of approving the Policy and Procedures. The vote unanimous.

Mr. Vital stated that we would like to get some of our board members more involved with some of the activities.

They are looking at forming a committee somewhere down the line called a Policy and Procedure Committee. He will be calling on some of the members and hope that they agree to participate.

Ms. Early stated that if anyone was interested to reach out to Mr. Vital or Ms. Clark. They will need about three to four people to actually work on that committee with them.

Establishing an Executive Committee

Ms. Clark mentioned that they wanted to establish an Executive Committee in the event that we can't get all of our board members together at one time.

The Executive Committee will be like a subgroup of three to four people in which they can convene and discuss the items at hand and make an approval on behalf of the board.

Ms. Clark also mentioned that right now they are looking to have some volunteers. The Chairperson would have to be a part of the committee but we need some additional members to volunteer to be a part of that committee as well so that we can convene at times that we are unable to get a quorum and these individuals will be able to voice and share opinions and give their outlook on the subject on hand.

Mr. Vital stated that because of the pandemic and the problems we are having with getting people together and getting boards together and having quorums, the governor has signed an order that we can utilize an Executive Committee with a few members getting together to make decisions as it relates to the board direction its heading in. At some time the full board will get together and get to vote on the decision that was made.

Along with Chairperson, Ms. Katrina Early,, Mr. Reginald Wells, Ms. Sandy Cimino, Ms. Angie White and Ms. Keonia Thomas-Walker have all volunteered to be on LWDB #71's Executive Committee.

Ms. Shelli Ulrich made a motion to approve establishing an Executive Committee for LWDB #71. The motion was seconded by Ms. Susan Evans. All members of the board were in favor of approving establishing an Executive Committee and the vote was unanimous.

Mr. Patrick Harrison recommended that the Executive Committee get some guidelines or structure on what the Executive Committee will be approved to vote on.

He explained that the way he's understanding what is being said is that the Executive Committee can act like a full board and that typically not the case. Usually an Executive Committee will do some things and make some decisions to present to the board for their overview.

Mr. Harrison stated that he just feels that it would be nice to have some kind of guidelines on just what the Executive Committee will be authorized to do.

Mr. Vital thanked Mr. Harrison for his comment and concerns and stated that he feels we could get the information that he is requesting.

Ms. Early asked Mr. Vital how soon he would like to meet with the volunteers concerning the Executive Committee.

Mr. Vital said he would probably contact them after the first of the year.

In the meantime he's going to try to develop the direction in which Mr. Harrison stated we might need to determine whats the responsibility of the board.

Ms. Bonnie Moore asked the board to remember that this is temporary, it is only COVID related. She stated that it's a good idea to have that information, but she doesn't want them to think that this will be forever.

Ms. Early asked if there were any other questions or concerns and there were none.

COVID19 Disaster Recovery Dislocated Worker Grant

Ms. Clark mentioned that a few months back Ms. Bonnie Moore along with Mr. Vital got together and did a proposal to the state requesting these grants.

National Disaster Grant funds are to assist affected individuals residing in the local areas that were affected by the COVID19.

These funds are to assist in response to major economic events that cause significant impact on states in local areas. They will also supplement resources that provide flexibility to states and communities in responding to and recovering from unexpected events that cause large scale job loss.

It's designed to provide employment and training activities aimed at allowing participants to obtain unsubsidized sustainable employment both during and following the conclusion of the grant supportive activities.

Our local area was awarded \$1.2 million dollars for a two year period to serve up to 160 individuals.

The period for the grant was implemented from July 1, 2020 through March 31, 2022.

The following services shall be made available under this particular grant:

The Humanitarian Assistant Activity and these activities is where we can provide disaster relief employment for public health emergencies.

One of the agencies that we've been working with is the Food Bank and trying to get them Warehouse Workers to help with stoking and giving food out to those that are in need.

Ms. Clark stated that some of the other areas are quarantining or sanitizing. She expressed that all activities has to be connected to COVID related activities.

The Disaster Relief Employment is temporary subsidized employment created for cleanup efforts.

Ms. Clark stated that they've been in communication with the School Board, thinking maybe they could hire individuals to go out and sanitize the areas.

They've also communicated with Sportran which is a public entity and a lot of activity is there, so they are looking at different areas where they can place these individuals to expend these funds that we've been granted for those that have been dislocated.

We can offer Career Services, Training Services and Support Services to those in need.

Ms. Clark asked if there were any questions on the COVID19 Grant.

Ms. White asked did they think that the Food Bank and Sportran would use up all the available funds. Are there possibly any funds to help supplement tuitions?

Mr. Vital stated that they have identified some potential people we are going to work with and of course we looked at the School Board seeing how we can go to the schools and sanitize the buildings, we are in communication with Dr. Goree as we speak.

We are writing a contract with the Food Bank which will be our first one that we can really get going. This program became effective July 1, 2020 and we just received the contract towards the end of October, so we are learning as we go as well as we can.

We will be looking at other possibilities, public entities that can utilize temporary workers to help with the COVID pandemic situation that we find ourselves in.

In the event that we have not mentioned a group that you may be interested in helping or realize they might utilize some of the services just let us know and we will be glad to help because we've been looking where we can utilize some of this funding.

We will be looking for other partners that we can partner with to deal with people that have been placed displaced from their jobs because of COVID19.

It's a learning situation for us and we appreciate Ms. Moore for seeing the need for us to go into this and see what we could do to help out.

Ms. Moore stated that when they wrote the grant they put training dollars in there, however they have emphasized the need for employment because of the rate of unemployment and they also emphasized it needed to be more COVID specific.

Ms. Early asked if there were any other questions or concerns.

There were none.

Request for Proposals

Mr. Vital stated that we will come to the next board meeting with some possibilities that will relate to our Youth Program as well as our One Stop Operator Program.

Our four year contract with our One Stop Operator is ending and by early February we will be going out for Request for Proposals for that program as well as for our Youth Program.

Hopefully all of the contracts will be in place by July1, 2021.

Business Service Report

Mr. Jacques Lasseigne gave a report that the Department of Labor has put big emphasis with On-The-Job Training around the state and they are pushing for a 20% increase for OJT Contracts statewide. It's been a little challenging with COVID restrictions but that's what they are pushing for.

They are also pushing for more Job Fairs either virtual, drive thru or in person.

Locally we had a company called American Food about two months ago state they needed an In Person Job Fair conducted, so they teamed up with Goodwill Industries of North Louisiana and they put on three in-person job fairs for them. They hired 85% of the individuals that came to the in-person job fairs.

Mr. Lasseigne stated that the Department of Labor are looking at Employer Seminar/Workshops again, Chamber of Commerce Presentations which are some things concerning our Business Services.

They will be reactivating their local Business Rep teams and start meeting on a regular basis somehow.

Ms. White asked what's been the activity plan on the OJT grant. Has there been an uptick, what's the status?

Mr. Laseigne stated that statewide it's been down because of COVID because they couldn't talk to people in person, but in other areas they didn't have a Business Service person for a few months, but now they do and they are making efforts to start promoting the OJT program.

The only area in the state now that has seen an uptick is the City of Baton Rouge.

Ms. White asked is there something that her organization and the Chamber can be doing to continue sharing the word.

They had a webinar back in September that included On-The-Job Training and she think this is a great opportunity for employers to get benefits. We don't have a lot of incentives for existing businesses.

Mr. Vital responded by saying that at this particular time we have a lot of funding because COVID has our growth over the last few months and our inability to spend a lot of funds, but we are definitely working on plans on how we are going to go about on expending the funds that needs to be expended by a certain date.

As far as On-The-Job Training we are wide open and we need the board to help to get the word out to employers that we have funding available for On-The-Job Training. We can fund worksites for up to six months and we will reimburse them 50% of the training cost for any person they would want to hire.

Come January 1, the Department of Community Development's Workforce Bureau will be pushing On-The-Job Training a little harder.

Mr. Vital stated that he's never been in a position where he likes to submit money back to the government because we were unable to spend it so please put the word out that we have some funding availability if they are interested.

He informed the board that Mark King is our go to person in terms of On-The-Job Training. We do have money, we have Dislocated Worker money, Adult Training money and now we have COVID19 Dislocated Worker money.

Ms. White mentioned that back in September she had asked for a simple overview of On-The-Job Training and Nicholas provided one for their Workforce Development Board. She thinks they could probably have the same information with just a different logo. She thinks you should have something like that to give to the board members.

Ms. Susan Evans also mentioned that she has a lot of employers contacting her because they've had a small job fair at Libbey glass and they employers have stated that they are interest in some of Libbey employees. She said if they had a one pager she could send that out to the people who are willing to hire Libbey employees and she thinks that might help.

Mr. Vital thanked both ladies for their input and stated that if they had some information they could follow up on he would be glad to have it.

Financial Report

At this time Mr. Vital apologized to the board for not having a financial report to forward to them but he stated that he will have one prepared and send it to them by mail.

Ms. Early asked were there any other questions about the Business Service Report or the Financial Report.

There were none.

Financial Disclosure and Ethics Training

Ms. Early reminded the board that the Financial Disclosure Forms are due by May 15, 2020 and the Ethics Training is due by December 31, 2020.

She informed the board that each member is required to file a financial disclosure statement on or before May 15th of each year you hold office, and by May 15th of the year following the termination of holding such office.

Each member is required by law to take the Ethics Training online by December 31st of each year.

Ms. Early also informed the board that they can always check the status of their reports at www.ethics.la.gov.

Ms. Early asked if there were any questions or concerns and there were none.

Next Workforce Development Board Meeting

Ms. Early informed the board members that the next meeting will be held on Thursday, March 11, 2021 and it will be a virtual zoom meeting as well and communication will be forthcoming.

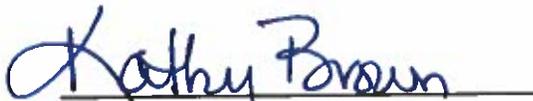
Adjournment

As Chairperson of the board Ms. Early thanked the board members for their commitment, time and interest to serve with us.

Being that there was no other business or concerns Ms. 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 December 17, 2020.


Kathy Brown,
LWDB #71 Secretary