

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 March 10, 2020 at 11:45 a.m. The meeting was held at the Hilton Shreveport at 104 Market Street, Shreveport, Louisiana.

LWDB 71 MEMBERS PRESENT

Julie Bass
Janice Brown-Sneed
Katrina Early
Susan Evans
Robert Ewing
Matt LaFisca
Jacques Lasseigne
Victor McGee
Jim Shockley
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
State Farm Insurance
Libbey Glass, Inc
Red Ball Oxygen
Shreveport Area Electrical JATC
Louisiana Workforce Commission
Shreveport Job Corps Center
Gordon Incorporated
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

Sandy Cimino
Robyn Fawley
Patrick Harrison
Johna Hayes
Michael Joiner
Brent Moreland
Kimberly Pool
Alynia Roberson

REPRESENTATION

Community Bank of Louisiana
McElroy Metal
Sound Fighter Systems
AEP SWEPCO
Shreveport Pipes Trade
Shreveport Area Electrical JATC
HRI Properties, LLC
Honeywell

GUEST PRESENT

Belinda Wilson
A J Williams

REPRESENTATION

Dept of Children and Family Services
Southern University Shreveport

LWDB 71 STAFF PRESENT

Herman Vital
Bridgette Clark
Kathy Brown
Fred Thomas
Bonnie Moore
Penny Butler
Valerie Ervin
Tracey Graham
Pamela Freeman

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, guest and staff in attendance.

Communications

Ms. Kathy Brown read a communication email from Ms. Debbie McCall with Willis Knighton Health System resigning from the board due to a job change with the health system and increased responsibilities.

Ms. McCall thanked Mr. Vital for the opportunity and gave her regards to the other members on the board.

Old Business

Medical Assistant Training

Mr. Herman Vital gave a quick report on the Medical Assistant (Customized Training Program) stating that they are still working on the program. They are in consultation with Oschner Hospital and Bossier Parish Community College who will be doing the training for us. By next week they are having a conference call to try and bring this to an end and hopefully by next month or a month and a half we should have this program going.

He stated they will be training around 25 people in the Medical Assistant Program and will coordinate the activity with their partner from Coordinating and Development Corporation (CDC). Local Workforce Development Board #71 will train 13 people and their partner Local Workforce Development Board #70 will train about 12.

He said this will be a good training and we're looking forward to it, so hopefully by the time we meet in June he will be able to report that we have 25 individuals in the Medical Assistant Training Program that will lead to good training and permanent jobs.

Mr. Vital asked if there were any questions.

There were none.

New Business

Oath of Office (Swearing in of Members)

Ms. Valerie Ervin a Louisiana Notary Public asked all board members including our two (2) new members Mr. Matt LaFisca and Mr. Victor McGee to all stand and raise their right hands and repeat the Oath of Office with her. After they were sworn in we thanked them for continuing to serve and congratulated the 2 new members and officially welcomed them to the Local Workforce Development Board.

Ms Ervin asked that all members sign their Oath of Office forms along with their Conflict of Interest forms in their folders and turn them in before leaving the meeting.

Ms. Early asked if there were any questions on either of the forms that were requesting their signatures.

There were none.

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

Mrs. Early stated that minutes from the board meeting on December 10, 2019 was emailed to the members and a motion needed to be made to approve the minutes as written. She asked if there were any discussions or concerns and if not could she get a motion.

Being there were no discussions, Mr. Reginald Wells made a motion to approve the minutes as written and the motion was seconded by Ms. Janice Brown-Sneed. Every member of the board was in favor of approving the minutes from the last meeting as written. The vote was unanimous.

AJC Certification

Ms. Bridgette Clark welcomed everyone to the meeting and stated that in every folder there is a form that the board is required to complete and submit to Louisiana Workforce Commission certifying the Caddo American Job Center as a Comprehensive Center for our local area.

In September of 2017 we didn't have the required form but we went over the criteria for certifying the center, now that we have the form we just want to go over it with the members.

Ms. Clark stated that the Louisiana Workforce Commission's American Job Center (AJC) Certification is intended to ensure that every comprehensive AJC is in compliance with key Workforce Innovation and Opportunity Act (WIOA) statutory and regulatory requirements.

She informed the members that if an AJC does not meet one or more of the criteria, they will be considered "not yet able to certify." In this instance, the Local Workforce Development

Board must develop a corrective action plan (CAP) that outlines how they will bring the AJC into compliance.

The AJC Scoring Criteria is based on 1) Implementing the signed Memorandums of Understanding 2) Implementing the Local Board with defined roles and responsibilities for both the AJC Operator and Career Services Provider, 3) Meeting all regulatory requirements to be a comprehensive AJC as per WIOA Joint Final Rule Section 678.305, 4) Ensuring Equal Opportunity for Individuals with Disabilities, and 5) the comprehensive one-stop meeting all Criteria for AJC Certification.

Ms. Clark explained that the Louisiana Workforce Commission changed our center that was formally known as the Caddo Business Career Solution Center to the Caddo American Job Center.

She asked if there were any questions and there were none.

Ms. Katrina Early asked the board for a motion to approve or accept the AJC Certification.

Mr. Reginald Wells made a motion to accept the Comprehensive AJC Certification. The motion was seconded by Mr. Matt LaFisca. The vote was unanimous.

WorkReady Communities

Ms. Angie White the Executive Vice President of the North Louisiana Economic Partnership stated that in 2017 they brought together a lot of different Community Partners including the Workforce Development Board and Community Development staff to talk about embarking on training to become certified ACT WorkReady Communities where we learn how to talk to our communities stakeholders, employers and job seekers about a test called WorkKeys.

Just like the ACT is used by a college to assess if an ACT test taker has the foundational skills to do well in that college. WorkKeys is used by employees to assess if an individual applying for a position at their job has the foundational skills to be trained in that job.

The reason that this has become important is because in 2017 she learned that high schools across the state of Louisiana are testing students on WorkKeys primarily as part of the JumpStart Pathway which are students enrolled in Career and Technical Education Training that will graduate with an Industry Based Certification in some industry. That coupled with WorkKeys can really tell an employer a lot about the individual that's applying for a job, but that's only if the employer knows what WorkKeys is.

For the original four parishes that went through this training together which is Caddo, Bossier, Webster and Desoto, June 20th is the deadline for achieving all the goals that were set to become certified. Only one of those parishes has become certified so far which is Desoto. The other three still have a little distance to cover. In Caddo Parish it's the number of employers that are supporting the initiative, we are 70 employers away from the goal which she is not concerned that we will get there, but everyone needs to help. They are just asking that employers fill out a simple form that identifies who they are, the industry they are in, how many employees they have, and do they know that testing is happening in their community and if they think it's a good idea.

The important thing to know is this doesn't have to cost you any money it just cost time to understand the process.

Ms. White asked the staff to forward a link so that if there are any companies that are a part of the Workforce Development Board they can show their support so that we can become a certified WorkReady Community in Caddo.

They are also working on things with Webster and Bossier Parish to get done to reach their certifications.

Ms. White stated that if anyone present worked for an organization that was more regional in nature they should know that this is now a 12 parish initiative that they are managing, but they have teams in each parish that are making things happen.

They go as Far East as Wichita Parish and Richland Parish which includes Jackson, Lincoln and they go as far South as Desoto with our initiative. Most of the top half of the state is working on this right now.

Ms. White hopes that all employees are taking this seriously enough to understand what WorkKeys is and if you see it on some ones resume you should know what it means because it might tell you if this employee can be valuable to your workplace.

Ms. White stated that if anyone wanted her to come and speak to their staff, or as an industry association please let her know she would be happy to do it, but they have a lot of team members that can do it as well.

She wanted to thank Libbey Glass because they've been their first employer to really get into this and hopefully within the next few months she could get Susan Evans to come and give a good testimony on how WorkKeys is helping them in some of their recruitment, training and promotions.

Ms. Susan Evans commented that part of it is that Ms. White's office gave grant money to Louisiana Workforce Commission that they were able to give to candidates to go and take the test and out of those that tested they are interested in 23 of those individuals.

Ms. White stated that in the past she was a grant writer and that has come to help her current organization very much, and they have received a very generous donation from ADP as well as the Community Foundation that has allowed them to test individuals who are unemployed and can't afford the cost of the test which is about \$60 most places so if they lived in Caddo or Bossier they were able to provide scholarship funds for individuals to take the test and Ayers did a lot of the testing and there were about 48 people in the first round that got tested.

If nothing else, Workkeys is helping those individuals that even if they don't get hired at Libbey Glass they might be able to get a job somewhere else because they have the certificate.

Ms. White stated that just because you take the test you don't automatically get a certificate, you have to achieve at a certain level. It's testing through basic math skills (algebra, geometry). It's testing your reading comprehension, ability to follow instructions, your ability to receive information in a graphic way about your job which may be a spreadsheet, readout from machine or monitor and the questions they ask demonstrates an individual's ability to understand.

Once again she stated that if anyone was interested she would be more than happy to sit down and talk more in detail.

Ms. Early mentioned that everything is done at the Caddo American Job Center located at 2121 Fairfield Avenue.

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

At this time Ms. Early took a moment to acknowledge the two newest members, Mr. Matt LaFisca and Mr. Victor McGee asking them to stand, introduce themselves and just tell the board a little about them.

Mr. LaFisca stated that he's the Training Director for the Shreveport Area Electrical JATC which is a apprentice school for electricians. He serves on board 78 and he's happy to be serving on board 71 and he's looking forward to doing what he can to help out.

Everyone welcomed Mr. LaFisca with a hand clap.

Mr. McGee introduced himself as the Center Director at Shreveport Job Corps. He stated that he's focusing on building relationships with the community that was either strong in the past and fell off or just wanting to be strong now that he is going to be constantly working with the youth.

He informed the board that he's from Wisconsin and don't know the Shreveport Louisiana area currently right now but he's learning. He asked the board members if they knew of any programs, any partnerships or any avenues where they can sign a Memorandum of Understanding where they can work together.

His main focus is to try and get the youth in an additional training programs also getting them into college, so if there is any partnerships that he can gain with colleges in the community he will greatly appreciate it.

The board welcomed Mr. McGee with a hand clap as well.

Ms. Early welcomed them both again and stated that she hope we as a board can be of some justice to them as well as them be some justice for us.

One Stop Operator Report

Ms. Antoinette Livingston informed the board members that she just wanted to give them some numbers of what has been going on at the One Stop office since January and some numbers from a program that they started in July.

There is a software program at the center that allows them to track everyone that comes in and allows them to track what services they came in for.

From the beginning of the year to last week the number 457 was the highest number on the chart and this is for the people that came to the Skills Development Center and in the Skills Center you can go in for any number of services from case managers that help with resumes' and job search to usage of computers where they can freely job search, print, fax and make copies.

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The second number that she wanted to talk about is the WIOP Workshop which is 140 people that they've provided services to this year.

Ms. Livingston stated that back in July of last year, Bridgette Clark as well as herself and some of the team at One Stop got together and decided they wanted to bring about some more substantive services to our clients, so they decided to have a series of workshops and they ended up doing Job Search, Resume Writing and Job Interviews so the 140 number is how many clients they provided those workshops for since January.

The next page of her charts shows that in the first quarter of 2019 they did 87 Job Search, 82 Resume Writing and 66 Job Interviews for a total of 235 workshops, in the second quarter they did 157 and third quarter they did 140.

The last chart showed there was a total of 226 clients that sat in the Job Search Workshop, 186 went through the resume writing workshop and 120 attended the job interviews for a total of 532 clients sitting in on the WIOP Workshops since July 1, 2019.

Ms. Livingston stated that she thinks this has been one of the biggest achievements this year being able to have the workshops but actually being able to track the attendance.

At the beginning of the year SUSLA has a faculty staff institute where they bring all the staff together to learn about the things they need to know. During this time Ms. Livingston had the opportunity to talk to the staff about the Labor Market Information this year and about the jobs that's important and demand occupations.

Ms. Livingston and Ms. AJ Williams have done Career Assessments for 117 incoming freshman in one day for two hours because the assessment is important to their students when they enter into school so they can know what their strengths are, what their skills are and know if they are choosing a major that matches up with those attributes. They have done the assessments in the summer, spring and they anticipate moving forward.

One of the highlights that Ms. Clark will be attending next year when they give the assessment will be the Junior Achievement Career and College Quest. She will be inviting the members to attend as well because they need the Industry people at the assessments to show and tell what it is that they do so they could possibly keep the attention of the youth e and have them less busy.

Southern University has some upcoming events. On March 19th there will be a Career Fair at Southern University for a company called Advance Aero and they will be recruiting for Aerospace. On April 16th Southern University will be having a Spring Career Fair from 10a to 12p.

Ms, Livingston asked if there were any questions and there were none.

Ms. Early stated that Ms. Livingston mentioned about getting involved and that's one thing we're going to try to do better where we can have members to actually be more involved with committees.

Ms. Early informed the board members that if they are interested in working with a certain committee they can reach out to us so we can get them in contact and involved.

Request for Proposals (Youth)

Ms. Penny Butler informed the board that she needed volunteers from anyone who would like to work with the youth because the summer program is coming up. She also informed the members that if anyone was interested she had some signup sheets on the back tables.

She stated that she wanted to give the members some basic information about the request for proposals for the youth.

They are targeting In School and Out of School youth ages 14 to 24 to participate.

Ms. Butler mentioned that they are looking for organizations that have been in business or servicing our youth for at least 3 years in providing tutoring and study skills training, occupational skills training, work experience and follow up services to our youth.

Ms. Butler stated that the overall goal of the program is to assist the City of Shreveport's youth complete a High School diploma or earn a HiSET and to transition them into skilled employment and/or post-secondary education.

The youth services are provided to economically disadvantaged Shreveport youth, ages 14-24 and possess a barrier toward employment which can be a high school dropout, involved with the juvenile system, pregnant or parenting youth, disabilities, foster care or aging out of foster care.

The contracts are awarded through a competitive process. There will be a public notice pertaining to the RFPs placed in the Shreveport Times, the Shreveport Sun and the City of Shreveport's website.

Ms. Butler explained that the contracts will be for program year July 1, 2020 through June 30, 2021. The contract agreement may be extended for an additional year based upon mutual consent of all parties.

She asked if there were any questions and there were none.

Ms. Early informed the board that after reviewing the proposals they will need volunteers from the board to read and rate the proposals.

Business Service Report

Mr. Jacques Lasseigne informed the board that Coastal Restoration is mostly South Louisiana and for the Floor Plan Litigation we will get \$10 million dollars in our area.

He stated that Job Fairs have been a big push since the beginning of the year and this Region is doing well with Job Service at this time.

He also mentioned that the Wastewater Initiative is mostly in the rural area where they have issues with the pay to their operators.

He acknowledged that the test that is taken is quite interesting but they are trying to tweak the test to make it more applicable to Louisiana, but one of the issues they are having in Central Louisiana is that the operators don't make much money and have to pass all of the requirements and testing, but what happens in South Louisiana is that they take the test and

get their certifications and they immediately go to a plant making \$30.00 an hour versus making \$12.00 an hour.

Mr. Lasseigne mentioned that Delgado has a very good eight week course that they are going to share with other schools around the state to see if we can pick up the training.

He stated that they have a project with Libbey Glass and with their cooperation and initiative they started recruiting in a 2 month recruiting period and sent the prospects to get tested and about 60% showed up for the test.

We started with about 50 people after they had 48 prospects, 47 had WorkKey Certificates, 33 passed the Libbey Glass screening test and were interviewed and they are looking very carefully at 23 potential prospects.

Mr. Lasseigne asked if there were any questions and there were none.

Financial Report

In the absence of Ms. Shelia Gipson a printout of an overview of all years funding, expenditures, obligations and balances were included in the folders for the convenience of the board it enclosed the financial data along with a bar chart of all the funding as of January 31, 2020.

The chart showed that in Youth we budgeted \$1,406,991.00, we expended \$537,740.00, and we obligated \$141,247.00 and had a remaining balance of \$728,004.00 of funding available. In Adult we budgeted \$850,046.00, we expended \$129,279.00, and we obligated \$88,514.00 and had a remaining balance of \$632,253.00 of funding available. In Dislocated Worker we budgeted \$1,360,716.00, we expended \$290,638.00, and we obligated \$49,692.00 and had a remaining balance of \$1,020,386.00 of funding available. The WIOA grand totals were budgeted at \$3,617,753.00, we expended \$957,657.00, and we obligated \$279,453.00 and had a remaining balance of \$2,380,643.00.

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 stated that the Louisiana Workforce Commission (LWC) is not playing about the forms and stressed that they please fill out the forms on time to keep from being fined.

Mr. Vital reminded the board members that he needed to get a copy of their completed Ethics Training Certificate because Mayor Perkins would like to have a copy in his office for their records.

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

Next Meeting

Ms. Katrina Early informed the board members that our next tentative board meeting is scheduled for Tuesday, June 2, 2020.

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 March 10, 2020.



Kathy Brown,
LWDB #71 Secretary