

# SHREVEPORT LOCAL WORKFORCE DEVELOPMENT BOARD

401 TEXAS, SHREVEPORT, LA 71101 • P.O. BOX 31109, SHREVEPORT, LA 71130



**KATRINA EARLY**  
CHAIRPERSON

Phone (318) 673-7500

**ADRIAN PERKINS**  
MAYOR

The Shreveport Local Workforce Development Board held its regularly scheduled meeting on September 14, 2021 at 11:00 a.m. The meeting was held virtually via Zoom.

## LWDB 71 MEMBERS PRESENT

Julie Bass  
Janice Brown-Sneed  
Sandy Cimino  
Katrina Early  
Jacques Lasseigne  
Adam Sistrunk  
Daphne Smallwood-Smith  
Keonia Thomas-Walker  
Reginald Wells  
Shelli Ulrich  
John "Chuck" Vaughn

## REPRESENTATION

Goodwill Industries of North Louisiana  
Southern University at Shreveport  
Community Bank of Louisiana  
State Farm Insurance  
Louisiana Workforce Commission  
Bancorp South  
Dept of Children and Family Services  
Calumet Packaging  
United Parcel Service (UPS)  
Bossier Parish Community College  
Louisiana Rehabilitation Services

## LWDB 71 MEMBERS ABSENT

Matt LaFisca  
Johna Hayes  
Michael Joiner  
Brent Moreland  
Robert Ewing  
Patrick Harrison  
Angela White  
Alynia Roberson  
Jim Shockley

## REPRESENTATION

Shreveport Area Electrical JATC  
AEP SWEPCO  
Shreveport Pipes Trade  
Shreveport Area Electrical JATC  
Red Ball Oxygen  
Sound Fighter Systems  
North Louisiana Economic Partnership  
Honeywell  
Gordon Incorporated

## LWDB 71 STAFF PRESENT

Bonnie Moore  
Bridgette Clark  
Kathy Brown  
Sheila Gipson  
Penny Butler  
Steedric Cooper  
Sherral Jackson  
Celena Strickland  
Candra Muhammad  
Pamela Freeman  
Antoinette Livingston

## 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 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

### ✚ **Medical Assistant NOW Training Program**

Ms. Bridgette Clark stated that the projected start date for the Medical Assistant NOW training program was set for October 4<sup>th</sup>, however this morning they received notification that Bossier Parish Community College was a little concerned due to the low number of those interested in attending the program, so they have asked to dissolve the program for right now.

Hopefully in the near future, we will be able to partner with Oschner other endeavors, but at this time they decided not to move forward with it the program.

Ms. Clark mentioned that they did have a good response and they are going to reach back out to those participants and see if they may be interested in another training opportunity or just looking for employment.

We hated to hear that they wanted to dissolve the program because we were looking forward to this opportunity for those that are in our community to gain this experience and to be in this occupation that is considered a Demand for the local area, but we do have other opportunities that we will be able to offer those individuals.

Ms. Early said that she was sorry to hear that as well and look forward to working with them in the future.

## **NEW BUSINESS**

### **⬇ Approval of LWDB Meeting Minutes (06/15/21)**

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

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

Mr. Reginald Wells made a motion to approve the minutes as written. The motion was seconded by Ms. Janice Sneed. Every member was in favor of approving the minutes from the last board meeting as written. The vote was unanimous.

### **⬇ Approval of Revised Regional/Local WIOA Plan**

Ms. Early stated that it was time to discuss the Revised Regional/Local WIOA plan that had also been emailed to the board members for their review and asked if there were any questions or concerns pertaining to the plan and there were none.

Ms. Sandy Cimino made a motion to approve the Revised Regional/Local WIOA Plan as written, and the motion was seconded by Mr. Jacques Lasseigne. Every member was in favor of approving the revised Regional/Local WIOA Plan as written. The vote was unanimous.

### **⬇ One Stop Operator Report**

Ms. Antoinette Livingston stated that they have been meeting on how to move forward since COVID 19. One thing decided at the One Stop is to have services that are geared toward serving the population of people like reentry people, our WIOA youth dropout and people who typically we can't serve easily. We plan to amp up our strategies to provide services to those individuals.

They are going to initiate a review of COVID 19 hardest hit fields including business type, educational level, skill level, licensure, salary, and reentry status by doing surveys and interviews.

Ms. Livingston stated she wants to gain from this research firsthand insight on what these businesses need to improve the recruitment and retention of motivated employees.

She also stated they will also expand the scope of their One Stop Partners and work with Choice Neighborhood, Goodwill, and Shreve Memorial Library.

She further stated they have increased their hiring events, serviced 70+ job seekers at the Caddo American Job Center over the last two months. Attended "Get back to Work Louisiana" and the City of Shreveport Job Fair where they had over 70 people to sign in at each event.

Ms. Livingston mentioned that they will be working more with the employers to prescreen their employees, possibly looking at providing extra career readiness workshops to employees who made not be prepared for the job for wthey they have a hiring event.

They are expanding the customers educational and training opportunities, by having College/University Recruitment Events that they plan to start soon.

They have already started their training recruitment event where they have one scheduled for Monday with Southern University Construction Certificate program. They will be onsite recruiting WIOA eligible youth for the certificate and it's a free program.

Ms. Livingston stated that they are increasing marketing through virtual presence with their Facebook page.

They have a newsletter they started back in July publicizing one Stop activities, providing labor market information and also introduces an markets One Stop Partners.

In the last two months they have seen in their office 28% individuals seeking job search/skill development, 24.3% have come in to ask unemployment questions, 19.5% have come to register for Hire and another 19.5% inquiring about WIOA school training opportunities.

Ms. Livingston asked if there were any questions and if they thought of anything they would like to know later feel free to email her.

There were no questions.

Ms. Early applauded them on their accomplishments and the great job that they have been doing.

#### **↓ Business Service Report**

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

He informed the board that they had an In Person Job Fair on August 4 at the Shreveport Convention Center and noted that job fairs were held on the same date across the state in our 8 regions.

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He stated they had great collaboration with Workforce Development 71 which is the City of Shreveport, Workforce Development Area 70 which is the Coordinating and Development Cooperation, and the One Stop Operator for 70 and 71.

There were 95 employers that attended the event that had 3,049 job openings available that day.

Out of the 95 employers 75 turned in their Employer Survey forms and gave us great feedback on that day.

There were 23 Healthcare Employers and 11 Manufacturing Employers.

Mr. Lasseigne stated that there were 14 confirmed placements at Boomtown/Margaritaville Resort Casino, Dimension Development, RonPak, Booker T Washington Skilled Rehab Center, Barksdale Nursing Home and Willis Knighton Health System which we received great feedback from these companies as well.

One positive feedback was that the job fair was very well organized and COVID 19 prepared. The only drawback was the lack of applicants, but it was a great event overall.

Mr. Lasseigne also reported there was supposed to be a ribbon cutting on September 15<sup>th</sup> in the Caddo American Job Center parking lot to bring elected officials, board members, employers, and the media to see our office and the Louisiana Workforce Commission newest mobile van that has about 11 to 13 computer stations and the satellite internet.

On the 16<sup>th</sup> of September their van was supposed to be at the Northwest Louisiana Technical Community College location for a job fair sponsored by the Minden Chamber of Commerce, but we were told last week that the van is being used in Southeast Louisiana for Disaster Unemployment Claims, so all events for the van has been cancelled for the next couple of months until this process works itself through.

There were a lot of offices in Southwest Louisiana area damaged by Hurricane Ida and had no electricity, so the mobile van is being used for that purpose.

Mr. Lasseigne stated that they are hosting many job fairs in the office these days so they are going to get together to meet and see how they can possibly get more job seekers to these job fairs.

One thing they help employers with whatever they can, but next week the Shreveport Convention Center is having a job fair because they have 12 different job positions open, with about 25 openings and they are going to help them with their job fair.

Mr. Lasseigne mentioned that they can also have virtual job fairs which they will have soon for Haliburton. He noted that In Person and virtual job fairs are available.

↓ **Financial Report**

Ms. Early asked Ms. Sheila Gipson to do the Financial Report.

Ms. Gipson thanked the board members for their service and time.

She briefly explained that in our Youth category our funding at this time is \$715,417.00, for Adult \$662,21.00 and our Dislocated Worker program combined totals \$759,484.00 for a total collectively of the WIOA programs of \$2,137,114.00.

She stated that we have expended \$113,645.00, we've obligated 179,337.00 with a balance available of \$1,844,132.00.

For our Disaster Dislocated Worker Program we budgeted \$400,000.00, expended \$90,685.00 and we've obligated \$266,645.00 leaving us with a balance available in the Disaster Dislocated program of \$42,670.00.

The figures reported are effective as of July 30, 2021, since that time we have also entered into additional contracts for both Adult and Dislocated which will be reflected on your next WIOA board report.

Ms. Gipson informed the board that the Department of Community Development under Ms. Bonnie Moore and Mr. Herman Vital had no findings for our external audit for the year 2020. That audit was conducted by Mr. Carl Riggs and Ingram. No Finding—No Concerns.

She thanked the board again and stated that if they had any questions or concerns she was always available.

Ms. Early asked if there were any questions concerning anything that we had reviewed over.

There were none.

Ms. Early acknowledged Ms. Bonnie Moore and asked if she would like to say anything to the board.

Ms. Moore thanked the board for their commitment to Workforce Development particularly in such challenging times.

She acknowledged the staff stating that even though it's been challenging they've done a great job.

She thanked everyone again and stated that she's looking forward to a great year.

Ms. Early asked if there were anything specific that any member would like for us to report on for the next meeting which will be held in December or is there anything they needed more information on.

⤵ **Financial Disclosure and Ethics Training**

Ms. Early reminded the board members please make sure that they complete their Financial Disclosure forms which was due May 15<sup>th</sup>. She explained the importance of the Disclosure Form and the consequences of not submitting them.

She also reminded the members that the Ethics Training is due by December 31<sup>st</sup> and asked that they complete this training as well as the Financial Disclosure Forms.

⤵ **Next Meeting**

Ms. Early informed the members that the next meeting is scheduled for **Tuesday, December 14, 2021.**

She stated that the members will be informed on if the meeting will be a zoom meeting or in person. It depends on how things are in our area.

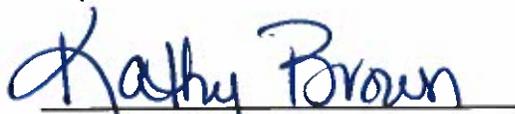
⤵ **Adjournment**

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

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 Workforce Investment Board meeting, with a quorum present, for September 14, 2021.

  
Kathy Brown,  
LWDB #71 Secretary