

SHREVEPORT LOCAL WORKFORCE DEVELOPMENT BOARD

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KATRINA EARLY
CHAIRPERSON

Phone (318) 673-5900

TOM ARCENEUX
MAYOR

The Shreveport Local Workforce Development Board held its scheduled meeting on November 14, 2023, at 11:45 a.m. The meeting was held at the Hilton Shreveport Convention Center, 104 Market Street, Shreveport, Louisiana 71101.

I. Call to Order

The Local Workforce Development Board #71 quarterly meeting was called to order by Ms. Katrina Early, Board Chairperson.

II. Invocation

Mr. Reginald Wells, Board Member gave the invocation.

III. Roll Call & Introduction of Guest

Ms. Kathy Brown called the roll and noted every member, guest, and staff. The attendance was as follows:

Present

Sandy Cimino

Anita Crafts

Katrina Early

Teresa Hefner

Matt LaFisca

Jacques Lasseigne

Lonnie McCray

Marla Mitchell

Brent Moreland

Keonia Thomas-Walker

Casey Travis

Gloria Washington

Reginald Wells

Stefanie Y'Barbo

Community Bank of Louisiana

Dept of Children and Family Services

State Farm Insurance

Louisiana Rehabilitation Services

Shreveport Area Electrical JATC

Louisiana Workforce Commission

Southern University at Shreveport

Shreveport Convention Center

Shreveport Area Electrical JATC

Calumet Packaging

Ochsner LSU Health Shreveport

Port of Caddo-Bossier

United Parcel Service (UPS)

Cadence Bank

Absent

Julie Bass

Jay Johnson

Goodwill Industries of North Louisiana

GDIT

Michael Joiner
Curtis Shepard
Justin Tison
Angela White

Shreveport Pipes Trade
Shreveport Job Corps Center
Bossier Parish Community College
North Louisiana Economic Partnership

Quorum: Yes

Guest in Attendance

Kristina Douglas

City of Shreveport City Court

Staff in Attendance

Lenard Adams

City of Shreveport

Kathy Brown

City of Shreveport

Penny Butler

City of Shreveport

Bridgette Clark

City of Shreveport

Pamela Freeman

City of Shreveport

Jacqueline Harrison

City of Shreveport

Sheila Petterway

City of Shreveport

Thea Scott

City of Shreveport

L Nicole Shelby

City of Shreveport

Celena Strickland

City of Shreveport

IV. Communications

Communications were presented by Mr. Lenard Adams, Board Director.

- Five new board appointments were confirmed by the city council on Tuesday, September 26, 2023. Jay Johnson – Vice President GDIT, Marla Mitchell – Shreveport Convention Center. Stefanie Y’Barbo – Cadence Bank, Gloria Washington – The Port of Caddo-Bossier, and Justin Tison – BPCC Adult Education

He has recently received a new nomination form and now we only need 2 more appointments.

- YouthBuild

Has been communicating with YouthBuild which is a community-based pre-apprenticeship program that provides job training and educational services for opportunity youth ages 16-24 who left school without a secondary diploma.

They have done resume and interview skills training with the youth.

- Subsequent Designation Process

On September 20, 2023, LWDA 71 went to Baton Rouge, Louisiana, and met with the WIC executive council and Louisiana Workforce Commission to discuss our programmatic, administrative, and fiscal performance with our state partner.

The one key issue was the job center signage. Our signs are being made right now with all participating entity seals which will put us in compliance.

V. Oath of Office/Conflict of Interest

- Ms. Kristina Douglas, City Attorney for the City of Shreveport asked our four (4) new members that were in attendance, Dr. Lonnie McCray, Ms. Gloria Washington, Ms. Stefanie Y'Barbo, and Ms. Marla Mitchell to stand and raise their right hands and repeat the Oath of Office with her. 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.
- Ms. Douglas asked that the new members sign their Oath of Office forms along with their Conflict-of-Interest forms and submit them to her before leaving the meeting.

VI. Old Business

Ms. Katrina Early briefly discussed the old business that was emailed to everyone for their review and asked for a motion to approve.

- Approval of Past Minutes – September 19, 2023

Ms. Sandy Cimino made a motion to approve the past minutes from September 19, 2023, as written. The motion was seconded by Mr. Reginald Wells. All members were in favor and the motion was carried unanimously.

VII. New Business

Ms. Katrina Early gave a brief discussion of the new business that needed a motion to be approved.

- Approval of Grievance Policy and Procedures
- Approval of Employee Relocation Policy

Mr. Reginald Wells made a motion to approve the Grievance Policy and Procedures and the Employee Relocation Policy. The motion was seconded by Ms. Keonia Thomas-Walker. All members were in favor and the motion was carried unanimously.

VIII. Labor Market Information Presentation

LMI Presentation was presented by Ms. Kellie Taylor-White Assistant Secretary and the LWC Research and Statistics Division team:

- Labor Market Information is to help individuals make informed plans, choices, and decisions for a variety of purposes, including business investment decision-making, career planning and preparation, education and training offerings, job search opportunities, and public or private workforce investments.
- Assess the health of the economy and forecast future economic trends.
- My Life My Way – Estimates your living cost and shows how much your annual salary needs to be to compensate for the decisions that you choose for your life.

IX. Reports

Business Service Report presented by Mr. Jacques Lasseigne, Board Member

- NWLA Healthcare Sector Partnership: Had a launch meeting on September 21st with 35 in attendance and three (3) committees were set up: Education and Training met by Zoom on October 30th, Recruitment and Retention also met by Zoom on November 9th, and Policy and Regulations who will meet on November 15th by Zoom as well. The quarterly group session will meet in person on December 15th.
- The pre-apprenticeship nursing program in the Caddo Parish School System is moving forward. Great meetings with Dr. Matthew Mitchell, Executive Director, Dept of Secondary Curriculum and Instruction, Caddo Parish School System, and Quentin Bradley, Manager Workforce Development, Ochsner Health (New Orleans) where both parties are diligently working to begin operations in the fall of 2024.
- Employers in the Caddo Parish High School- 2nd year of this pilot project and two high schools, Booker T. Washing and Woodlawn are participating. The first session is scheduled for January 31, 2024, and seven (7) employers have committed to that date, but they need five (5) more to commit.
- Broadband Initiative – Working with David Lehman, Project Manager with Connect LA, to get the Employers/Contractors together on a Zoom Call. Listening Session are scheduled so they can hear what their employment and training needs are. The original session was postponed but we're hoping it can be rescheduled before mid-December.
- Amazon Shreveport Facility- Met with two (2) officials from Amazon last week and planning to begin hiring in the next few months. Jobs will be listed on their website and posted three (3) weeks before they hire. Still planning on hiring 1,000 people for this Fulfillment Center.

Business Service Report presented by Ms. L. Nicole Shelby, Staff

- Participated in 35 additional career fairs, OJT meetings, and community events to promote the services offered at the Caddo American Job Center
- Two (2) On the Job Training Contracts approved and signed by the Mayor.
- Working with Leon Wheeler in Fair Share, Better Business Bureau, and local chambers to find businesses best suited for our OJT program.
- Workforce Development, Louisiana Workforce Commission, and Veteran Affairs are working with KSLA and other local resources to put on two (2) large job fairs for individuals looking for employment.

Financial Report was presented by Ms. Sheila Petterway, Staff

- For PY22/PY23 combined Youth was budgeted \$1,182,165.00, expended \$394,613.00, obligated \$195,228.00 and has balance of \$592,324.00. For FY23/PY23/FY24 combined Adult was budgeted \$1,025,580.00 expended \$484,675.00 and has a balance of \$540,905.00.
Combination of PY22/FY23/PY23/FY24 Dislocated Worker was budgeted

\$1,115,029, expended \$148,226.00, obligated \$23,010.00 and has a balance of \$943,793.00.

X. Reminders

Reminders were presented by Ms. Katrina Early, Chairman

- Personal Financial Disclosures was due May 15, 2023
- Ethics Training is due by December 31, 2023
- Next Meeting date will be held February 13, 2024. This date will more than likely be changed.

Ms. Katrina Early asked if there were any questions or concerns that needed to be discussed before the meeting was adjourned.

XI. Adjournment

- With there being no further business to come before the Board, the meeting was adjourned at 2:00 pm.

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 November 14, 2023.

Kathy Brown, LWDB #71 Secretary

Ms. Katrina Early, Chairperson