

SHREVEPORT LOCAL WORKFORCE DEVELOPMENT BOARD

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



KATRINA WORSHAM
CHAIRPERSON

Phone (318) 673-5900

TOM ARCENEUX
MAYOR

The Shreveport Local Workforce Development Board held its scheduled meeting on October 8, 2024, at 11:45 a.m. The meeting was held at the Milam Street Kitchen Incubator & Community Kitchen (MS Kick), 1210 Milam Street, Shreveport, Louisiana 71101.

I. Call to Order

The Local Workforce Development Board #71 quarterly meeting was called to order by Ms. Katrina Worsham, 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 and staff present. The attendance was as follows:

Present

Julie Bass

Sandy Cimino

Qualan Jefferson

Michael Joiner

Jacques Lasseigne

Lonnie McCray

Marla Mitchell

Keonia Thomas-Walker

Justin Tison

Casey Travis

Gloria Washington

Reginald Wells

Angela White

Katrina Worsham

Goodwill Industries of North Louisiana

Community Bank of Louisiana

Lifeshare Blood Center

Shreveport Pipes Trade

Louisiana Workforce Commission

Southern University at Shreveport

Shreveport Convention Center

Calumet Packaging

Bossier Parish Community College

Ochsner LSU Health Shreveport

Port of Caddo-Bossier

United Parcel Service (UPS)

North Louisiana Economic Partnership

State Farm Insurance

Absent

Anita Crafts

Aljay Foreman

Teresa Hefner

Dept of Children and Family Services

Willis Knighton Health System

Louisiana Rehabilitation Services

Jay Johnson
Matt LaFisca
Brent Moreland
Sarah Rollins
Teresa Walton
Stefanie Y'Barbo

GDIT
Shreveport Area Electrical JATC
IBEW Local Union 194
SLB
Shreveport Job Corps
Cadence Bank

Staff in Attendance

| | |
|-------------------|--------------------|
| Kathy Brown | City of Shreveport |
| Bridgette Clark | City of Shreveport |
| Pamela Freeman | City of Shreveport |
| Bonnie Moore | City of Shreveport |
| Sheila Petterway | City of Shreveport |
| L Nicole Shelby | City of Shreveport |
| Celena Strickland | City of Shreveport |

Quorum: Yes

Ms. Worsham welcomed and thanked the members for attending the quarterly meeting. She then asked if there were any communications.

IV.

Communications

Ms. Kathy Brown read a letter from board member Ms. Anita Crafts stating that due to resigning from her position in the Department of Children and Family Services STEP Program she had to resign from the board effective immediately.

V. Old Business

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

- Approval of Past Minutes – June 18, 2024

Ms. Sandy Cimino made a motion to approve the past minutes from June 18, 2024, as written. The motion was seconded by Mr. Reginald Wells. All members were in favor and the motion was carried unanimously.

- Bid Solicitation for One Stop Operator

Ms. Bridgette Clark stated that they have put out bids for solicitations for our One Stop Operator two times. In April we only received 1 bid, so we put the bid out again late July early August and did not receive any bids, so the bid for solicitation is going out a third time where it will run for 30 days before the deadline for our staff and members to review.

Our center is a One Stop Shop where individuals can come and receive multiple services instead of having to go back out. The Operator is responsible for making that happen.

Ms. Casey Travis said that sometimes things just sound like overhead and work, so she asked how you can make the bid solicitation request sound attractive enough to get individuals to submit bids for the One Stop Operator.

Ms. Clark answered that one thing would be to increase the amount of the contract. Currently the amount is set at \$75,000.00, but the organization that was in question is requesting \$91,000.00.

Mr. Reginald Wells asked what is listed as the qualifications.

Ms. Clark stated that the qualifications are that they must be an organization that prove they can handle that type of work. The organization will be the one to hire someone to do the actual work, but to do that they will pay the salary and fringe benefits, but the space and equipment needed will be provided to them.

Ms. Sandy Cimino asked what the One Stop Operator was.

Ms. Clark explained that the One Stop Operator is the person responsible for managing the One Stop Center. They are responsible for bringing in different partners with the agency and they are made to manage and make sure everything is operating properly.

Ms. Cimino asked what it does for the people that come in the office to get jobs.

She was told that it helps job seekers, and employers. They are there to put people to work. Workforce Innovation and Opportunity Act is a federal grant we receive every year and with that grant we help people gain employment and the skills they need to become marketable. We assist with resume writing and workshops.

On the employer side we do in house job fairs, we go out to job fairs, and we have a website where you can post your jobs at no cost. We have our Business Service Representative that can talk to you and come out and do On the Job Training contracts with the employers.

Ms. Cimino asked if the individuals would be working at the center to start training there and then be sent out to the companies.

Ms. Clark responded, no, for training they will be placed at the actual worksite.

Ms. Travis explained that the organization partners with Workforce Development Sector will establish these avenues to place people into employment.

She stated that as a board member her employer is not aware of the website so she knows they are not actively going to look to see that there is a Request for Proposal out there to be a One Stop Shop, so her question is how are we helping to make awareness to our employers about this being open.

Employers want to know how this is going to benefit them.

Ms. Celena Strickland asked if there were any other avenues used besides the website.

Ms. Travis asked if there is something they can or should be sharing.

Ms. Clark stated that she thinks that it would be a good idea to find other ways of sharing the information. She said we are not only doing it on our local website, but we are also sharing it with the state, and they are putting it on their website as well.

Ms. Julie Bass mentioned that a lot of the non-profit or organizations that apply for this grant know where to look.

Back to the amount in question, Ms. Clark thinks \$75,000.00 is a good amount because we are one area serving the City of Shreveport. If we were our counterpart 70, who services the surrounding areas and they had to travel, she would agree to an increase, but she feels that we don't need to do that.

Ms. Moore stated that she understands that the board needs an orientation to see what their roles and responsibilities are as a board member, but this is great dialogue and what we've been wanting to do at these meetings. We want the board to be more interactive and more decision makers in what we do.

She stated that she disagrees with not increasing the contract amount and that it needs to be more money because even if it's an organization they are going to take 10% off top for Administration. With the last One Stop Operator they were only making about \$50,000.00 after all the administrative cost that are associated with the contract. Ms. Moore stated that it is her responsibility to find the money and she is working on that.

Ms. Moore mentioned that Ms. Angie has a coalition, and she would love for them to embrace that coalition together because we are all one body working together (North Louisiana Economic Partnership, Goodwill Industries, Southern) to provide workforce for this community and we need them as employers to help us create the jobs we need to create.

Ms. Clark included that the One Stop Operator is a requirement for WIOA guidelines.

VI. Reports

WIOA Report presented by Ms. Bridgette Clark, Staff

- The Statewide/Local Area Performance Report was placed in the members folders that is showing the performance for this current year and we are doing well. On the report it shows that from July 1, 2023, to June 30, 2024 we serviced 77 Adult individuals and of that 36.6% was actually employed from the training they received. We served 21 Dislocated Worker individuals and 25.7% were employed in the training they received and for the Youth, we served 59 individuals and 42.9% entered work related employment from the training they received as well.

- Our WIOA funds were extended for participants to go to school, and for On-The-Job Training.

Ms. Clark mentioned that as far as the federal guidelines we must make sure that the training they are going to is a demand occupation, we are not expending any funds to trainings that are not in demand.

Ms. Clark asked if there were any questions.

Ms. Worsham asked is there any way within the board meeting that someone can come and explain the roles of the members a little simpler than they have in the past at the next meeting before the end of the year so they can start the new year understanding what they need to do as a board.

Ms. Cimino would like to understand what is it that she is supposed to do, but also how is she supposed to do it.

Mr. Wells suggest the next board meeting be held at the Fairfield office.

Ms. Worsham stated that arrangements will be made to have the next meeting at the Fairfield location.

Ms. Cimino then inquired about the number of board members there were.

Ms. Worsham stated that there is a total of 23 board members, but 14 attended the present meeting. She asked if there were any more suggestions.

Ms. Moore asked if they could form a committee to look at the RFPs that come in for the One Stop Operator.

Ms. Sandy Cimino, Ms. Keonia Thomas-Walker, Mr. Jacques Lasseigne and Mr. Réginald Wells all volunteered to be on the committee to review the One Stop Operator Request for Proposals when they come in.

Ms. Worsham ask would someone be sitting with them to go over them.

Ms. Moore said that they will sit with them and do an orientation to explain the process. Everything will be given to them to review. She stated that they can't influence their decision, but they will tell them what they are looking for.

Ms. Clark said they will start off by sharing the RFPs so they can read them and they will have an idea of what they are looking for and what they will expect.

Ms. Worsham concluded that they just need to review the RFPs and help choose the right person.

Ms. Clark informed them that the RFPs will go out Monday and run for 30 days and they will have to meet up after that.

Ms. Worsham asked if they could set up a field/educational trip for the board members where they can move around and see what is done and how it's done because some of them are visual learners.

Ms. Clark said that she would look to see if they can host the meeting at the center.

Ms. Worsham asked if it's a reason we don't have the additional funding to increase the salary.

Ms. Clark answered that we received a reduction in our allocation from the prior years.

Ms. Moore also stated that the salary is customary across the state.

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

- 2nd NW LA Healthcare Sector Partnership planning session for the 2025 Healthcare Camp for Middle School students was held at Willis Knighton Health Innovation Center on September 25th was a very good session. They will have summer camp of 2 weeks. One week of 30 students then the following week there will be 30 different students. They will have a theme for each of the 5 days of the camp: Lung Day, Blood & Tissue Day, Cardiac Day, Bones and Nutrition Day and Brain (Mental Health) Day. They are looking to have camp the 2nd and 3rd week of July 2025 and there will be a camp fee of \$75 per person. Next session is scheduled for October 31, 2024.
- Seeking input from Sci-Port Discovery Center on their experience with Summer Camps. Meeting with them this afternoon 10/8/24.
- Project to place Employers into the Caddo Parish School System kicked off on September 26th at Booker T Washington High School. We had 7 employers sign up for this event. Five were able to make it as 2 employers came down sick the morning of the event. Enterprise Mobility (Enterprise Rent-A-Car), AAFES, Lifeshare Blood Center, Brentwood Hospital and International Paper participated in Booker T Washington's Career Day Activities.
- C.E. Byrd put on their 1st Career Fair Activities on October 2nd. With short notice we did make it to that event and invited a few employers (3 wanted to be there, but already had commitments -- Union Pacific Railroad, for example). Fibrebond was able to make it and commented that the organization was superb and the students were quite engaged. About 300 Seniors participated in this event.
- The Principal of Northwood High School contacted me last week to put on a Career Day for their students -- probably in November. The planning for that event is ongoing.
- Tomorrow is Brookshire's Grocery Arena (formerly CenturyLink/Century Tell Center) Job Fair. 11 am -- 6 pm
- October 22nd is the Regional Job Fair located in the Minden Civic Center. 10 am -- 2 pm

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

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

- The Workforce Development Team has participated in 24 community events which include career fairs, On-the-Job Training Presentations with Fair Share, Job Readiness Training, Hiring Events, Circle of Care Meetings, Rapid Response Events with LWC (Young Williams Call Center Closing), Goodwill Coalition Meetings, working with the Community Foundation-Step Forward's Building Futures Network Initiatives with the high schools and 2025 Healthcare Initiatives with LWC.
- We have four active OJT contracts.
- Collaborated with LWC and Sisterhood Network to put on a successful job fair where 20 employers participated, and 53 individuals attended.

Financial Report was by Ms. Sheila Petterway, Staff

Ms. Sheila Petterway gave a summary of the Financial Report detailing the funding, expenditures, obligations, and balances available as of August 31, 2024.

- The Youth was budgeted \$1,001,194.00, expended \$126,172.00, obligated \$190,000.00 and has balance of \$685,022.00. Adult was budgeted \$868,326.00 expended \$28,681.00, obligated \$37,690.00 and has a balance of \$801,955.00. Dislocated Worker was budgeted \$1,023,287.00, expended \$43,495.00, obligated \$80,334.00 and has a balance of \$899,458.00. All the funds are available up to June 30, 2026.

Ms. Petterway informed the board that the budget was cut by \$300,000.00; however, Ms. Moore and Mayor Tom Arceneaux in conjunction with the City Council awarded us \$612,000.00 of general fund money to help leverage to carry our programs on.

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

Report was by Ms. Angie White, Board Member

- Northwest Louisiana Federation for Advanced Manufacturing Education (NWLA FAME) is a 2 year 5 semester program that combines classroom and lab training with on-the-job work experience to develop a global best multi-skilled maintenance technician. Bossier Parish Community College is the training partner, and sponsor companies include Benteler Steel/Tube, Frymaster/Merco, and Music Mountain Water. Class at BPCC 2 days a week for 16 hours and sponsor company job site 3 days a week for 24 hours to stimulate a 40-hour work week. The Advance Manufacturing Technicians (AMT) will earn a minimum of \$18.00 an hour for the 24 hours worked at their sponsor company. Graduates will earn an Associate in Applied Science Degree in Industrial Engineering, Industrial Maintenance Concentration PLUS FAME Advanced Manufacturing Technician Certificate.

VII. Reminders

Reminders were presented by Ms. Katrina Worsham, Chairman

- Personal Financial Disclosures were due May 15, 2024
- Ethics Training is due by December 31, 2024
- Next Meeting date will be held September 17, 2024.

Ms. Worsham informed the board members once again that the Financial Disclosure form was due on May 15, 2024, and she hopes that everyone has submitted the forms by now, she also reminded the new members that they needed to complete the Ethics Training, but their Financial Disclosure document would not be due until May 2025.

She stated that the next meeting has been scheduled for December 10, 2024, but if there is a change of plans, they will receive an email with the updated information.

Ms. Katrina Worsham asked if there were any questions or concerns about today's meeting that needed to be discussed before adjournment.

She asked Ms. Bonnie Moore if there was anything that she would like to add or say to the board members.

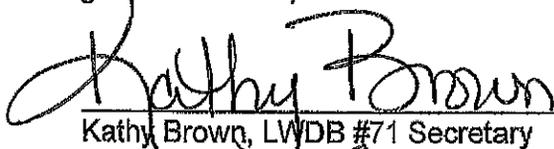
Ms. Moore thanked the members for the work they have done unselfishly for our community and people.

Ms. Worsham stated that if there were no more questions or information that was needed to be discussed then the meeting could adjourn.

VIII. Adjournment

- With there being no further business to come before the Board, the meeting was adjourned at 1:24 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 October 8, 2024.


Kathy Brown, LWDB #71 Secretary


Ms. Katrina Worsham, Chairperson