

# 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 December 10, 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, guest and staff present. The attendance was as follows:

### **Present**

Julie Bass	Goodwill Industries of North Louisiana
Sandy Cimino	Community Bank of Louisiana
Langhuong Earb	Café Boba Tea
Aljay Foreman	Willis Knighton Health System
Teresa Hefner	Louisiana Rehabilitation Services
Jay Johnson	GDIT
Jacques Lasseigne	Louisiana Workforce Commission
Lonnie McCray	Southern University at Shreveport
Marla Mitchell	Shreveport Convention Center
Rachael Peters	Peter's Dry Dock
Keonia Thomas-Walker	Calumet Packaging
Justin Tison	Bossier Parish Community College
Reginald Wells	United Parcel Service (UPS)
Angela White	North Louisiana Economic Partnership
Katrina Worsham	State Farm Insurance

### **Absent**

Qualan Jefferson	Lifeshare Blood Center
Michael Joiner	Shreveport Pipes Trade

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Matt LaFisca  
Brent Moreland  
Sarah Rollins  
Casey Travis  
Teresa Walton  
Gloria Washington  
Stefanie Y'Barbo

Shreveport Area Electrical JATC  
IBEW Local Union 194  
SLB  
Ochsner LSU Health Shreveport  
Shreveport Job Corps  
Port of Caddo-Bossier  
Cadence Bank

**Guest**

Corine Ambler  
Quanda Charles  
Melissa Grimmett

Shreveport Job Corp Center  
Louisiana Workforce Commission  
Louisiana Workforce Commission

**Staff in Attendance**

Kathy Brown  
Bridgette Clark  
Pamela Freeman  
Jacqueline Harrison  
Bonnie Moore  
Sheila Petterway  
L Nicole Shelby

City of Shreveport  
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 two communication letters of resignation from the board effective immediately from Mr. Brent Moreland with IBEW Local Union 194 and Ms. Teresa Walton with Shreveport Job Corps.

**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 – October 8, 2024

Mr. Aljay Foreman made a motion to approve the past minutes from October 8, 2024, as written. The motion was seconded by Ms. Sandy Cimino. All members were in favor and the motion was carried unanimously.

- One Stop Operator

Ms. Bridgette Clark mentioned that at the last board meeting it was discussed about increasing the One Stop Operator contract amount from \$75,000.00 to \$91,000.00. It has been approved to increase the contract amount.

She stated that they received four (4) proposals from Eckerd Connect Workforce Development, In The Door Workforce, Southern University at Shreveport and ABG Professional Development Solutions. Each proposal was given to four (4) members and non-members to read, review and rate and the #1 pick of the four was Eckerd Connect Workforce Development.

Ms. Clark stated that Eckerd Connect Workforce Development is a highly experienced One-Stop Operator with strong operational capacity and a comprehensive service model. Its use of scorecards, employer-driven strategies, and proven Louisiana experience are major advantages.

She also mentioned that areas for improvement include localization of services, mitigation for disruptions, and more clarity on senior leadership involvement. Eckerd is a strong, reliable candidate but could enhance its bid with more emphasis on Shreveport-specific strategies.

Ms. Clark asked if there were any questions or comments regarding the Request for Proposals that she had just discussed.

Mr. Jay Johnson asked if any of the listed providers responded to the original bid for solicitation.

Ms. Clark stated that Eckerd Connect did apply at the 1<sup>st</sup> attempt. The second attempt there were no request for proposal responses. The third attempt is the list of candidates currently being discussed.

Mr. Johnson also asked were either of the 4 potential candidates currently or previously ever affiliated with the One Stop in Shreveport.

Ms. Clark said that Southern University was our prior One Stop Operator and Eckerd Connect currently serves as the One Stop Operator for our sister area 70, The Coordinating and Development Corporation who provides services to the surrounding areas.

Mr. Johnson thanked her.

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

Ms. Worsham asked if everyone agreed to vote on Eckerd Connect being the next One Stop Operator for the American Job Center.

She asked for a motion to approve.

Ms. Angie White made a motion to approve Eckerd Connect as the next One Stop Operator. The vote was seconded by Mr. Reginald Wells. The vote was unanimous.

Ms. Worsham stated that Southern University abstained from voting.

## **VI. Board Training**

Ms. Melissa Grimmett, with Louisiana Workforce Commission has been in Workforce Program for over 30 years.

Ms. Grimmett announced that the board's training is to provide the framework of our local board composition and to also understand the role and responsibilities of the board.

She stated that the purpose of the policy is to provide guidance on the composition and certification criteria for the appointment and selection of Local Workforce Development Board (LWDB) members, the certification of the Workforce Development Board (WDB), the outline of the roles and responsibilities, authority of the Chief Elected Officials (CEO) and the LWDBs relative to the Workforce Innovation and Opportunity Act

The agenda for the board training will cover Workforce Innovation and Opportunity Act (WIOA), WIOA Workforce Legislation, Louisiana Workforce Development Board's Purpose, Composition and Size, Louisiana Workforce Development Board's Nominations and Appointments, Louisiana Workforce Development Board's Requirements and Functions, Louisiana Workforce Development Board's Meetings, By-Laws, Sunshine Provisions, Standing Committees, Conflict of Interest, Ethics and Board Certification.

The Workforce Innovation and Opportunity Act (WIOA) was signed into law by President Obama in July of 2014 and is designed to improve structure and delivery by assisting workers in achieving a family-sustaining wage as well as strengthening the alignment of employment, education, training and support while helping jobseekers succeed in the labor market and by matching employers with skilled workers.

Included in the law we have Workforce Partners which are core partners and required partners. There are 4 core partners and they include the Adult, Dislocated Worker and Youth Programs, Adult Education, Wagner-Peyser Employment Services and Vocational Rehabilitation Services. The remaining 12 are considered other required partners but not considered as core partners.

The purpose of the board is to provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the Local Area and to assist in the achievement of the State's Strategic and Operational vision and goals as

outlined in the Combined State Plan to maximize and continue to improve the quality of services, customer satisfaction and effectiveness of the services provided.

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Ms. Grimmatt stated that the composition of the board is broken in 3 specific categories. The categories are the Business Representation which should be more than half of the board, the Workforce Representation should be 20% or more of the board and the remaining should be the Other Representation.

The minimum size of a Local Workforce Development Board in Louisiana is 23 members, 12 members should be representing in the Business category, 5 members should be representing in the Workforce category, in the Education and Training category there should be 2 members representing and at least 4 members are required from the Government Economic and Community Development category. The CEOs may appoint additional members to assure the majority business representation and 20% minimum workforce representation is preserved.

Ms. Grimmatt explained that for the nominations and appointments that the CEOs will contact appropriate entities for nominations. Information for specified entities to contact is included in the handbook that is attached to the policy, they must establish a formal nominating and appointing process for member appointments.

She stated that board members who no longer hold the position or status that made them eligible must resign or be removed by the CEO. A resignation is not effective until the CEO has accepted it.

When appointing members, they should be appointed for staggered terms where Private sector members will serve a 3-year term and Public sector members will serve a 2-year term. Workforce Investment Board Directors may not sit on a Board.

There are 3 basic areas of board functions the Strategic Functions, System Capacity Building and the Systems Alignment & Effective Operations.

Within the Strategic Functions the board will develop a local plan, conduct workforce research & labor market analysis, negotiate local performance measures, develop a budget and lead career pathways development.

With the System Capacity Building the board will identify and promote promising practices, convene broker and leverage stakeholders to assist in writing plans, identify non-federal expertise and resources and engage a diverse range of employers to promote business representation and industry sector partnerships.

Ms. Grimmatt stated that with the Systems Alignment & Effective Operations the board will identify eligible training providers, designate One-Stop operators, perform program oversight and developing MOUs with One-Stop partners. They will conduct oversight of local youth activities, identify eligible youth providers and award competitive grants or contracts.

When conducting a Board Meeting a minimum of one official meeting of the LWDB shall be held quarterly that is at least four meetings a year. There should be no official business conducted in the absence of a quorum.

A LWDB vacancy does not lower the count of the total membership when considering a quorum.

All Local Workforce Development Boards must have by-laws in place to define, control and set the basic principles and manner by which organization will be operated. The by-laws address the nomination process used by the CEO to elect the LWDB chair and members, term limitations and how the term appointments will be staggered to ensure only a portion of memberships expire in a given year.

The by-laws also address the process to notify the CEO of a LWDB member vacancy to ensure a prompt nominee, as well as, the use of technology to improve LWDB functions, broker relationships with stakeholders and any other conditions governing appointments or memberships on the LWDB as deemed appropriate and as allowed under Louisiana Law.

Under the sunshine provision the LWDB shall conduct business in an open manner. They should also make available to the public on a regular basis through electronic means and open meetings information regarding the activities of the Local Workforce Development Board such as the local plan prior to submission of the plan, membership designation, certification of one-stop operators consistent with the State plan, awards of grants or contracts to eligible providers of youth activities and the minutes of formal meetings of the Local Workforce Development Board.

Ms. Grimmatt discussed the standing committee stating that the Local Workforce Development Board may designate and direct activities of a standing committee that should be chaired by a business member of the Local Workforce Development Board and should also include other Local Workforce Development Board members.

She also mentioned that the committee may include other individuals appointed by the Local Workforce Development Board who are not members of the Local Workforce Development Board.

Ms. Grimmatt also informed the board that the Standing Committee meetings may not be conducted virtually.

She discussed that conflict of interest is the conflict between the official responsibilities and the private interests of a person or entity that is in a position of trust. The conflict of interest would arise when an individual or organization has a financial interest or other interest in or participates in the selection or award of funding for an organization.

Ms. Grimmatt explained that the conflict of interest form that attests to the integrity of each member sitting on the board should be signed by all board members.

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She ended the training by explaining the Ethics Requirements stating that all members must go to [www.ethics.la.gov](http://www.ethics.la.gov) to complete the Ethics Training once every year while serving on the Local Workforce Development Board she also mentioned that the members must complete a Financial Disclosure form annually that is due to Louisiana Board of Ethics by May 15 th every year.

After her presentation Ms. Grimmatt asked if there were any questions and there were none.

Ms. Worsham thanked Ms. Grimmatt for the training and asked if there any questions or concerns about the training and there were none.

## VII. Reports

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

- Quarterly meeting of the NW LA Healthcare Sector Partnership was held on Thursday, December 5, 2024, at LSU Health. Excellent meeting with lots of good input, suggestions and ideas. The 4 committees held quarterly meetings by zoom.
- Held a 4<sup>th</sup> planning session for the 2025 summer Healthcare Camp for Middle School students that will be in July 2025. This camp is a way of getting the student aware of the Healthcare field.  
Ms. Danna Spires at Bossier Parish Community College joined the partnership with a lot of good information and contacts with the right people in both Caddo and Bossier School Systems.
- Possibly have a Half-Day Healthcare Camp for Middle School students in Webster Parish in the works. Been conversating with Minden Medical Center and North Louisiana Technical College in Minden to set up for Spring Semester 2025.
- Centenary College invited Jacques to help with their Mock Interview sessions for a 2<sup>nd</sup> time with their juniors and seniors.
- Since the last meeting we've had a lot of job fairs. In the past few months there have been fairs at Bossier Civic Center, Minden Civic Center, Desoto Parish and Caddo Parish which has been keeping them very busy.
- Mr. Lasseigne stated that they decided to name the Healthcare Summer Camp to Healthcare Detective hoping to make it sound fun and interesting to the kids.

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 been busy in the community letting them know of the services we offer to job seekers and employers. They've let them know what's going on with our partners, Goodwill, Re-Entry event, Job Readiness workshop and

at the NWLA Eco System meeting. This is being done to strengthen the bond between the job seekers and the employers.

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- Been attending Professional Development Training with the Workforce and Community Development Team.
- Youth area is in the process of co-enrolling students, 5 in-school youth will be working at Volunteers of America, and our Job Corps students will be assigned to various job sites.
- In process of working with Louisiana Workforce Commission on an initiative for Representative Tammy Phelps that deals with employing youth during holiday season and in the summer months.
- Working with LWC on an initiative for Representative Tammy Phelps that deals with employing youth during the holiday season and in the summer months.

Ms. Shelby asked if there were any questions about her presentation and there were none.

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 October 31, 2024.

- The Youth was budgeted \$1,001,194.00, expended \$161,080.00, obligated \$269,213.00 and has a balance of \$570,901.00. Adult was budgeted \$765,287.00 expended \$22,215.00, obligated \$64,396.00 and has a balance of \$678,676.00. Dislocated Worker was budgeted \$1,023,287.00, expended \$74,589.00, obligated \$51,865.00 and has a balance of \$896,833.00.

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

WIOA Report presented by Ms. Quanda Charles, Louisiana Workforce Commission

- Ms. Charles introduced herself to the meeting attendees and informed them that she is the Workforce Development Administrator and has the responsibility of direct oversight for the Workforce Innovation and Opportunity Act programs statewide for 15 local areas. She is also responsible for the training and technical assistance as well as the reemployment services program.
- One of the main strategic goals that they use is One Door Employment services where local staff and state staff are available to assist anyone that visits the office. Everyone should know what services they offer at the American Job Centers so when someone comes in the office the first person they see should be able to assist them with whatever they need.
- She stated that Ms. Grimmatt mentioned the Regional and Local Plan that the board members should be a part of and then the Regional Plan that is discussed between LWDA 70 and 71.

- 2025 will be a busy year, the American Job Center Certification is coming due. When the One Stop Operator comes into play, the MOU will be due as well as the board certification.

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- Ms. Charles announced that the Compliance and Monitoring Unit within the State will monitor our WIOA Subrecipients once a program year.
- Our local area will be monitored by USDOL next year March 31, 2025 thru April 11, 2025. The first week will be onsite and the second week will be virtual . Ms. Missy Grimmatt is the Training and Technical Assistant point of contact for our local area and she will get with our office to make sure that we have the documents being requested.

She asked if there were any questions and thanked the board members. She also reminded them that if they think of anything later, they should feel free to contact at her email address at [gcharles@lwc.la.gov](mailto:gcharles@lwc.la.gov).

Ms. Worsham asked if there were any questions or concerns.

Mr. Johnson asked what role the board plays or what actions are going to occur to establish the Local and Regional Plans.

Ms. Clark suggest forming a committee with individuals that are available to assist in the process. They have been communicating with the Coordinating and Development Corporation to begin working on the Local part of the plan and then they will come together for the Regional.

Ms. Worsham asked if there were any volunteers that would like to work on the committee for the Local and Regional Plan.

Ms. Sandy Cimino and Ms. Angie White volunteered to be on the committee.

She stated that if anyone was interested, they could contact Ms. Brown and she will give the information to the correct person.

She then informed them that as soon as Ms. Clark receives the process from the state, she will share the information with the volunteers.

## VIII. 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 Tuesday, March 11, 2025

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,

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she also reminded the new members that they needed to complete the Ethics Training that is due by December 31, 2024, but their Financial Disclosure document would not be due until May 2025.

She stated that the next meeting has been scheduled for March 11, 2025, 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.

**IX. Adjournment**

- With there being no further business to come before the Board, the meeting was adjourned at 1:15 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 December 10, 2024.

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Kathy Brown, LWDB #71 Secretary

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Ms. Katrina Worsham, Chairperson