

# 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

**City of Shreveport Local Workforce Development Board  
Quarterly Meeting Agenda  
September 9, 2025 — 11:45 AM  
Milam Street Kitchen Incubator & Community Kitchen (MS KICK)  
1210 Milam Street  
Shreveport, LA 71101**

- I. Call to Order (Katrina Worsham)
- II. Invocation
- III. Roll Call & Introduction of Guest (Kathy Brown)
- IV. Communications (Kathy Brown)
- V. Old Business (Katrina Worsham)
- VI. New Business (Katrina Worsham)
  - a. Action Item(s)
    - i. Approval of Minutes – Workforce Development Board Meeting, June 10, 2025
    - ii. Approval of Grievance Policy - Revised
    - iii. Approval of Youth Eligibility Policy – New
    - iv. Subrecipient Monitoring Policy – New
    - v. Allowable – Unallowable Cost Policy – New
    - vi. Cash Management Policy – New
    - vii. Cost Allocation Policy – New
    - viii. Performance Data Entry and Reporting Policy – New
    - ix. Recapture Policy – New
    - x. Property Records Policy - New
    - xi. Food Policy – New
- VII. Reports
  - a. WIOA Report (Bridgette Clark)
  - b. Business Service Report (Jacques Lasseigne and L. Nicole Shelby)
  - c. Financial Report (Sheila Gipson)
  - d. One Stop Operator Report (Blake Cox)
- VIII. Reminders (Katrina Worsham)
  - a. Personal Financial Disclosures were due May 15, 2025, and Ethics Trainings are due by December 31, 2025
  - b. Next Meeting date – Tentatively scheduled for Tuesday, December 9, 2025
- IX. Adjournment (Katrina Worsham)

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