

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 March 11, 2025 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

Sandy Cimino

Langhuong Earb

Aljay Foreman

Teresa Hefner

Matt LaFisca

Jacques Lasseigne

Lonnie McCray

Marla Mitchell

Rachael Peters

Keonia Thomas-Walker

Justin Tison

Casey Travis

Reginald Wells

Katrina Worsham

Stefanie Y'Barbo

Goodwill Industries of North Louisiana

Community Bank of Louisiana

Café Boba Tea

Willis Knighton Health System

Louisiana Rehabilitation Services

Shreveport Area Electrical JATC

Louisiana Workforce Commission

Southern University at Shreveport

Shreveport Convention Center

Peter's Dry Dock

Calumet Packaging

Bossier Parish Community College

Ochsner LSU Health Shreveport

United Parcel Service (UPS)

State Farm Insurance

Cadence Bank

Absent

Qualan Jefferson	Lifeshare Blood Center
Jay Johnson	GDIT
Michael Joiner	Shreveport Pipe Trades
Gloria Washington	Port of Caddo-Bossier
Angela White	North Louisiana Economic Partnership

Guest

Robin Berry	Eckerd Connect
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Staff in Attendance

Kathy Brown	City of Shreveport
Penny Butler	City of Shreveport
Bridgette Clark	City of Shreveport
Blake Cox	One Stop Operator/Eckerd Connect
Pamela Freeman	City of Shreveport
Sheila Petterway	City of Shreveport
L Nicole Shelby	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

None

V. Old Business

One Stop Operator Selection

Ms. Katrina Worsham introduced the new One Stop Operator, Mr. Blake Cox with Eckerd Connect, and asked him to come and introduce himself to the board.

Mr. Cox introduced himself to everyone in attendance and mentioned how his previous job experience will hopefully transfer into his new position as the new One Stop Operator for the Caddo American job center.

He also stated that in his past role, he assisted with setting up new partnerships, internships, apprenticeships, fundraising, and community developments.

Ms. Worsham thanked and welcomed him again and stated that they are looking forward to working with him.

Ms. Katrina Worsham informed the board that she was having the board members to sign a new Conflict of Interest form and they will start doing that every year at the first quarterly meeting.

After receiving the signed Conflict of Interest forms the meeting resumed.

VI. New Business

Ms. Katrina Worsham briefly discussed that the minutes from the last meeting was emailed to everyone for their review and asked for a motion to approve.

- Approval of Past Minutes – December 10, 2024

Ms. Rachael Peters made a motion to approve the past minutes from December 10, 2024, as written. The motion was seconded by Mr. Aljay Foreman. All members were in favor and the motion was carried unanimously.

VII. Reports

WIOA Report presented by Ms. Bridgette Clark, Staff

- Working on Regional/Local Plan that consist of our local area, The City of Shreveport and Coordinating and Development Corporation (CDC). This plan will be effective 2024 through 2027.
- We will share the plan with board members for their review and comment prior to approval. The Louisiana Workforce Commission is just getting their plan together and we must write our plan based off what they incorporate into their plan.
- Louisiana Workforce Commission visited the Caddo American Job Center for a monitoring session for our Fiscal Year 2024 and we are expecting NO findings or concerns.
- Staff training sessions are ongoing to ensure staff is up to date on the policy and procedures.
- Monitoring visit with the United States Department of Labor is scheduled for March 31st through April 11th to review Policies, Board Information, Financial and Program Information.
- This year at the Caddo American Job Center in the Adult population there is currently 24 individuals in the program, we have served 39 individuals, enrolled 13 individuals, and exited 15, meaning they finished the training and moved forward to obtain employment. In the Dislocated Worker population which are individuals that lost their jobs at no fault of their own, we currently have 8 individuals in the program, we served 9 individuals, enrolled 8 individuals and 1 exited the program. In the Youth population we currently have 31 individuals in the program, we served 44 individuals, enrolled 9 and 13 individuals exited the program with their High School Diploma or HiSET Credit.

In all we have served 92 individuals this year.

Ms. Clark asked if there were any questions.

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Ms. Casey Travis asked was the USDOL auditing the WIOA dollars and is this monitoring visit a result from the last recent report.

Ms. Clark said yes, they are monitoring the Program, Administrative and Financial information. She also stated that this visit is not a result from the last recent report. Each year the USDOL selects one out of fifteen local areas throughout the state to visit and LWDB 71 was the one chose for this year.

We've been working collectively with the Louisiana Workforce Commission in providing information to them directly to ensure the information is what USDOL is looking for and if not they will bring it to our attention.

This monitoring visit will be active March 31st through April 11th. The first week will be done at our physical office at 2121 Fairfield Avenue and the second week will be done virtually.

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

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

- Working on the items from the most recent Planning Session for our 2025 Summer Healthcare Camp. Looking to finalize the application, waiver form, info form and emergency contact form. The date is set for mid-July this summer.
 - Education & Training Committee Meeting held by zoom call on February 28th.
 - Recruitment & Training Committee Meeting scheduled for March 12th and will be a zoom call.
 - Quarterly In-Person Meeting with the whole NWLA Healthcare Sector Partnership Group is scheduled for March 20th at Christus Shreveport-Bossier Health.
 - On March 5th we held our Annual NWLA Job & Career Fair at Bossier Civic Center. 40 Employers attended, and 165 Job-Seekers (25 were Military Veterans) were in attendance. Some job-seekers received job offers on the spot.
 - Working with Huntington High School for a Job Fair, set for April 28th. We will be targeting their Special Ed Students so Goodwill Industries was brought in on this project because they have employers they work with that will be helpful in this task. Goodwill also offered the school to put on a Job Readiness Workshop before this event is held. Employer Recruitment is beginning.
 - Working the Rapid Response Event for the Campti IP Mill that is shutting down around April 14th. Worked the Natchitoches location March 6th and the Campti location February 20th and 21st.
 - Worked the Job & Resource Fair for the IP employees at the Natchitoches Event Center. 45 Employers attended, 16 Resource Agencies, including out agency
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participated. 128 IP employees attended the 1st day, and 92 IP employees attended the 2nd day, for a total of 220 IP employees out of 450.

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

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

- Since our last meeting, the Workforce Development Team has participated in over 23 to 26 community events which includes resource and career fairs, Goodwill Coalition Meetings, Partnership meetings, Educational & Training Workshops, Junior Achievement, NWLA Veterans Job Fair, NLTCC Junior and Senior Day, NW LA Healthcare Sector Partnership Meetings, and Region 7 Quarterly Perkins Leadership Meeting.
- We are collaborating with local colleges and universities to have a Regional Career Fair on March 20th from 10am-2pm at the LSUS University Center.
- There are still 4 active On-the-Job Training contracts, but she will continue to recruit businesses that will utilize the On-The-Job Training Program in order to train and hire individuals or job seekers to learn specific skills so that they can provide for their families.

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 January 31, 2025.

- The Youth was budgeted \$1,001,194.00, expended \$217,676.00, obligated \$277,105.00 and has a balance of \$506,413.00. Adult was budgeted \$765,287.00 expended \$82,902.00, obligated \$66,427.00 and has a balance of \$615,958.00. Dislocated Worker was budgeted \$1,023,287.00, expended \$119,452.00, obligated \$7,002.00 and has a balance of \$896,833.00.

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

VIII. Reminders

Reminders were presented by Ms. Katrina Worsham, Chairman

- Personal Financial Disclosures were due May 15, 2025
- Ethics Training is due by December 31, 2025
- Next Meeting date will be held Tuesday, June 10, 2025

Ms. Worsham informed the board members that there has been a change with the Financial Disclosure and as of January 1, 2025, every day after May 15, 2025, there will be a daily \$250.00 fine attached to their name until it is completed.

She stated that she would have Ms. Kathy Brown go in the system to see who has completed their forms and send out emails to confirm if the forms were submitted or not. Everyone should be completing the Financial Disclosure form unless they were appointed in 2025.

Ms. Worsham reminded everyone that the Ethics Training is due to be completed by December 31, 2025.

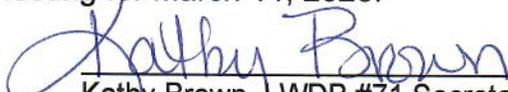
She stated that the next meeting has been scheduled for June 10, 2025, but if there are any changes, they will receive an email with the updated information.

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 12:27 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 March 11, 2025.



Kathy Brown, LWDB #71 Secretary



Ms. Katrina Worsham, Chairperson