



# WORKFORCE DEVELOPMENT BOARD, SDA-83, INC.

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WORKFORCE DEVELOPMENT BOARD SDA-83, INC.

APRIL 19, 2022

Courtyard Marriott  
4915 Pecanland Mall Drive  
Monroe, LA  
6:00 P.M.

The Workforce Development Board SDA-83, Inc., Meeting was called to order at 6:00 P.M., by Mr. Steve Henderson, Chairperson. Invocation was given by Mr. Steve Henderson.

Members present: Mr. Steve Henderson, Chairperson, Mr. Dan Wallace, Mr. Ben Gallant, Mrs. Lauren Rogers, Mr. Tim Tettleton, Ms. Gina Orgas, Mr. Fred Eubanks, Mr. Matt Green, Ms. Rosie Brown, Mr. Scott Cox, Mrs. Tana Trichel and Ms. Dottie Henry. Absent: Ms. Amanda McManus, Mrs. Karen Tolar, Mr. Douglas Curtis, Mr. Michael Carroll, Mrs. Jerilyn Kelly, Mr. Gerry Mims, Mr. Ken Green, Mr. Calvin Williams, Dr. Vickie Wheelis, Mr. Trevor Barber and Ms. Daphne Johnson.

Guests: Mr. Jacques Lasseigne, Jr., LWC and Mrs. Alberta Green, One Stop Operator.

Staff: Mrs. Terri Mitchell, Mrs. Shae Cheatham, Mrs. Katie McCarty, Mrs. Mary Pat Polk and Ms. Judy Milton.

Mr. Steve Henderson called on Mrs. Terri Mitchell for the Executive Director's Report.

Mrs. Mitchell reported on the following items:

1. Minutes – January 18, 2022 Zoom Meeting – A motion to approve these minutes was made by Mrs. Tana Trichel and seconded by Mr. Scott Cox. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
2. ByLaws – Mrs. Mitchell stated the ByLaws had been amended and restated to include parts of the Articles of Incorporation and discussed the additions. She stated a requirement is that the Chief Elected Official approve the ByLaws and a signature page had been added for that purpose. Mrs. Mitchell asked for approval to make these changes. A motion for approval was made by Ms. Rosie Brown and seconded by Mrs. Lauren Rogers. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
3. Partner MOU – Mrs. Mitchell stated the board approved the MOU in January and it was then distributed back to the partners for their final review and approval. She discussed the additions/changes that had been requested. After discussion, a motion to approve the final MOU was made by Mr. Ben Gallant and seconded by Mr. Tim Tettleton. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

4. Form 990 Return – Mrs. Mitchell stated as a non profit organization, a 990 Return is required. It is prepared by Heard, McElroy & Vestal, CPA’s and must be reviewed and approved by the Board. A motion for approval was made by Mrs. Tana Trichel and seconded by Ms. Rosie Brown. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
5. Richland Lease – Mrs. Mitchell stated the Richland Parish office lease was up for renewal at the same amount/terms effective July 1,2022 with a five year renewal option. She stated there is a clause in the lease to terminate early due to a lack of funding. After discussion, a motion to approve the lease was made by Mrs. Lauren Rogers and seconded by Mr. Ben Gallant. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
6. Budget to Actual -Mrs. Mitchell discussed the Fund Utilization Report and the Budget Review (Actual to Budget), which includes the Budget, Actual Expenditures and Variance for both the Admin Budget and the Program Budget with line item budget adjustments. A motion for approval was made by Mr. Scott Cox and seconded by Mr. Tim Tettleton. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
7. Policies – Mrs. Mitchell stated the new policy is as follows:

**Policy # 100-31 Fraud Prevention Policy** is the new policy with the purpose of protecting the revenue, property, proprietary information and other assets.

Mrs. Mitchell stated the recommendations for current policy changes are as follows:

**Policy # 100-22-02:** Added the following sentences under IV. Appeals Process to Louisiana Workforce Commission, Office of Workforce Development

- The appeal or request for review must be in writing, signed and dated by the complainant.
- Appeals and request for review must be postmarked within 15 days from the date on which the complainant received an adverse decision from WDB-83.

**Policy #200-05-05:** Limitations on Individual Training Accounts:

- Updated the terms “Senior Career Coordinator” and “Youth Manager” to the title of the position referring to, Monitor/Quality Assurance Officer
- Specified that the Program Director is to approve and sign Obligated Cost Modifications
- Included a statement that limits Registered Apprenticeship activities from exceeding 12 months
- Redefined Work Experience to a 16-week period.

**Policy #200-28-07:** Standard Operating Procedures for Provision of Supportive Services or Assistance (effective 03/01/2022)

- Added “49% participants” to clarify how many participants who are not low income can be enrolled
- Explained circumstance where a participant may receive more than one supportive service at a time (retroactive to 10/01/2021)
- Removed statement deferring reimbursement of travel expenses to PHOCAS
- Updated reference to Business and Career Solutions Center to American Job Center

**Policy #200-33-03: Guidance on Progressive Discipline of WIOA Participants**

- Remove references to job readiness courses/training

**Policy #200-36-02: Job Readiness Training Procedures-Canceled**

**Policy #600-02-07: Youth Workforce Investment Activities Standard Operating Procedures**

- Added corresponding HiRE activity/service codes
- Added missing category of “A youth who lives in a High Poverty Area” to the definition of Low-Income Individual
- Updated policy number referenced in “Needs Additional Assistance”
- Corrected poverty rate to 25% for high poverty areas
- Removed reference to Interdisciplinary Case Management Team
- Specified Out-of-School Youth where needed
- Changed wording from “training” to “activity” where Work Experience is mentioned
- Increased the number of weeks in a Work Experience activity from 12 to 16
- Updated the term “Management Team” to the title of the position referring to, Monitor/Quality Assurance Officer
- Removed mention of Management Team and Youth Manager/Coordinator

After discussion, a motion to approve the new policy and the policy changes as presented, was made by Mrs. Tana Trichel and seconded by Mr. Ben Gallant. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

8. Update on Staff Development Training “Radical Collaboration”
9. Employee Needs Survey – The Board reviewed and discussed the proposed survey and offered suggestions for improvement. The members discussed strategies for disbursement and utilization of feedback.

Mr. Steve Henderson called on Mrs. Shae Cheatham for the Employer/Business Services Report.

Mrs. Cheatham gave an update on business services.

Mr. Steve Henderson called on Mrs. Alberta Green for the One Stop Operator Report.

Mrs. Green presented a report of her activities with the career centers.

Mr. Steve Henderson called on Mrs. Katie McCarty for the WIOA Title I Services Update.

Mrs. McCarty gave an update on the career center activities.

Mr. Steve Henderson called for a motion to adjourn the meeting. A motion was made by Mr. Tim Tettleton and seconded by Mr. Ben Gallant. Abstained: None, Opposed: None, All in Favor: All.  
MOTION PASSED.

The meeting adjourned at 8:00 P.M.

Transcribed by Judy Milton, Planning Assistant



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Approved at July 19, 2022 Meeting



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Steve Henderson, Chairperson  
WDB-83