



WORKFORCE DEVELOPMENT BOARD, SDA-83, INC.

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WORKFORCE DEVELOPMENT BOARD SDA-83, INC.

OCTOBER 17, 2023
6:00 P.M.

Courtyard Marriott
4915 Pecanland Mall Drive
Monroe, LA

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

Members present: Mr. Steve Henderson, Chairperson, Mr. Ben Gallant, Ms. Bethany Stanley, Mr. Tim Tettleton, Mr. Joseph Bareswill, Mr. Fred Eubanks, Mr. Gerry Mims, Mr. Matt Green, Ms. Rosie Brown, Mr. Calvin Williams, Mr. Scott Cox, Ms. Tana Trichel and Mr. Trevor Barber. Absent: Mr. Dan Wallace, Ms. Amanda McManus, Ms. Brandy Willis, Ms. Lauren Rogers, Mr. Michael Carroll, Ms. Kaila Boire, Mr. Ken Green, Ms. Kelsey Vallee, Mr. Jacques Lasseigne and Ms. Daphne Johnson.

Staff present: Mrs. Terri Mitchell, Mrs. Shae Cheatham, 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 – July 18, 2023 Workforce Development Board Meeting – A motion to approve the minutes of this meeting was made by Mr. Tim Tettleton and seconded by Mr. Fred Eubanks. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
2. Resolution for 125 Plan – Mrs. Mitchell stated a Resolution was needed to adopt the Section 125 Cafeteria Plan effective December 1,2023 – November 30,2024. She stated this is an annual Resolution. A motion for approval was made by Mr. Gerry Mims and seconded by Ms. Rosie Brown. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
3. Budget PY23/FY24 – Mrs. Mitchell discussed the 2023-2024 fiscal budget with funds available for WIOA, BCBS, NELA Hope, 318 Rise, NELA Earn, Ticket to Work and PHOCAS Impact for a total of \$ 3,588,646.63. She also discussed the Fund Utilization Report and the Budget Review (Actual to Budget), which includes the Budget, Actual Expenditures and Variance for the Admin Budget, Program Budget, NELA Hope, 318 Rise and NELA Earn and approval to make line item changes that are within budget. Mr. Tim Tettleton stated these budgets were discussed in the Executive Committee/Strategic Planning Committee meeting prior to the full board meeting and recommended approving as discussed. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

4. Policy Review

Policy #200-28-12: SOP for Provision of Supportive Services or Assistance

- Effective 08/01/2023
- Emergency Expenses: removed the requirement that the participant be named on the title of the vehicle needing repairs/maintenance

Policy 200-33-05: Guidance on Progressive Discipline of WIOA Participants

- Update reference to Policy #600-02-09 and its revision date
- Inserted "Leadership" where discussing consideration of what warrants discipline
- Clarified probationary status by adding "(Interruption)" can cause incentives and supportive services to suspended

Policy #300-02-02: Guidance on Follow-Up Services

- Removed all references to completion of WIOA application as a prerequisite for follow up services
- Replaced with "received staff-assisted employment, basic and individualized career services" or "participants"

Policy 400-04-08: Guidance on WIOA Work-Based Training

- Included Internships in the discussion of Work Experience (WE)
- Updated definition of Chronically Unemployed to match LWC's - Individuals who have been unemployed for 13 weeks or longer or who were unemployed for at least 26 of the past 52 weeks. Grant specific definitions apply
- Updated definition of Inconsistent Work History to match LWC's - Individuals that have held three or more jobs within the last 52 weeks and are currently unemployed or underemployed
- Revised the description of the occupation for which training is being provided to say it must be a demand occupation-3-, 4- or 5-star job
- Added the requirement that employers must be current on all federal, state and/or local tax obligations and employer must be fully compliant with Louisiana Unemployment Insurance taxes or be exempt per revised LWC policy

Mrs. Mitchell presented the policy changes and Mr. Tim Tettleton stated the policy changes were discussed in the Executive Committee/Strategic Planning Committee Meeting prior to the full board and recommended the changes as presented. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

5. Review Legislative Auditor Report

6. Healthcare Insurance Renewal – Mrs. Mitchell stated the Blue Cross Blue Shield was up for renewal with new rates. She discussed the renewal options; Gold 70/50/\$500 and Gold 70/50/\$1000. Mr. Tim Tettleton stated this item was discussed in the Executive Committee/Strategic Planning Committee Meeting prior to the full board and the Committee members had unanimously voted to keep the current policy with the \$ 500 deductible and increase the monthly payment from \$ 750.00 to \$ 800.00 per employee. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

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

Mrs. Cheatham gave an update on business services. This also included an interactive discussion of employer needs in our local area.

Mrs. Alberta Green was not present for the One Stop Operator Report.

Mrs. Katie McCarty was absent. Mrs. Mary Pat Polk gave an update on the American Job Centers activities, which included participant enrollment and performance measure outcomes.

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

The meeting adjourned at 7:30 P.M.

Transcribed by Judy Milton, Planning Assistant



Approved at January 23, 2024 Meeting



Steve Henderson, Chairperson, WDB-83