



# WORKFORCE DEVELOPMENT BOARD, SDA-83, INC.

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WORKFORCE DEVELOPMENT BOARD SDA-83, INC.

JANUARY 15, 2019

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. Patrick Savage.

Members present: Mr. Steve Henderson, Chairperson, Mr. Dan Wallace, Ms. T. Bernette Wright, Mr. Douglas Curtis, Mr. Michael Carroll, Mr. Tim Tettleton, Mr. Patrick Savage, Mr. Fred Eubanks, Mr. Gerry Mims, Mr. John Hopkins, Ms. Rosie Brown, Mr. Vincent Butcher, Mr. Scott Cox, Dr. Vickie Wheelis, Mrs. Tana Trichel, Ms. Dottie Henry, and Mr. Michael Broussard. Absent: Ms. Amanda McManus, Ms. Lauren Rogers, Mrs. Jerilyn Kelly, Mr. Ken Green, and Mr. Trevor Barber.

Guests: Ms. Miriam Russell.

Staff present: 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 – October 16, 2018 Workforce Development Board Meeting – A motion to approve the minutes of this meeting was made by Mr. Fred Eubanks and seconded by Mr. Scott Cox. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
2. Audit Review Approval – Mrs. Mitchell stated there were no findings in the Audit and was recommended for approval by the Strategic Planning Committee. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
3. Approve Regional/Local Modified Plan – Mrs. Mitchell stated this plan covered the period of 7/2016 through 6/2020 and was updated with the latest information. She stated legal notices had been placed in our parish newspapers and the plan was available on the website. No comments or responses had been received for the thirty day response period. This plan was reviewed and recommended for approval by the Strategic Planning Committee. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

4. Review Budget/Actual – Mrs.Mitchell stated she had asked for approval to make necessary line item budget adjustments on overhead cost items exceeding 50% and to combine Code Numbers 5075 and 5080 together and combine Code Numbers 5440 and 5450 together. These adjustments are necessary to re-allocation budget items from PHOCAS to WIOA costs. She stated the Strategic Planning Committee had reviewed and approved these changes. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
5. Amendment to Contract Adding \$ 1439.00 – Mrs.Mitchell stated the amendment to this contract added \$ 1439.00 for WIOA Title I Adult and Dislocated Worker Allotments and recommended approval. A motion for approval was made by Mr.Fred Eubanks and seconded by Ms.Rosie Brown. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
6. Amend Policies – Mrs.Mitchell stated that the Policies were reviewed in the Strategic Planning Committee Meeting and the following was recommended for approval:

**Policy 100-08-04 – to amend 8.2.1 – 11.7.4 – 12.3 – 17 Fiscal Policies & Procedures**

**8.2.1** – Correct title change to Accounting Clerk

**11.7.4** – Correct title change to Accounting Clerk

**12.3** -Change wording from “When an employee travels out of his/her home parish” to “When an employee travels out of the Service Delivery Area”.

**17**- Change wording to read “the budget will be presented to the WDB83 at the end of the first quarter of the new fiscal year – October meeting”.

**Policy 400-05-01 Guidance on Incumbent Worker Training Program**

Tabled until next meeting to change wording and further research.

Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

7. IWTP Contract – Rimcor – Mrs.Mitchell stated the local Incumbent Worker Training program provides funding to help cover the costs of training needed to retain a competitive workforce and that employees of a company can acquire skills necessary to retain employment and advance with the company. Employers share in the cost of training their incumbent workers with minimum contributions of:
  - 10 percent of the costs/no more than 50 employees
  - 25 percent of the costs/more than 50 but no more than 100 employees
  - 50 percent of the costs/more than 100 employees

She stated the contract and application templates had been sent to legal for approval/modifications. After discussion, a motion to approve the application template and contract template pending legal approval, was made by Mr.Gerry Mims and seconded by Mr.Patrick Savage. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

8. Certificate of Resolution – Mrs.Mitchell stated that a Resolution was needed by the Board to adopt the Section 125 Cafeteria Plan effective December 1,2018. She stated this was an annual Resolution. Approval was made by Mrs.Tana Trichel and seconded by Mr.Tim Tettleton. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
  
9. Amend One Stop Budget – Mrs.Mitchell stated that Louisiana Delta Community College provided our One Stop Operator Service and had requested a budget line item change. The change moves \$ 33,981.00 from Salary to Other (Professional Services -Operator Services) and \$ 1,019.00 to Administrative (Indirect Overhead for LDCC). The contract amount remains the same at \$ 35,000.00. A motion for approval was made by Mr.Douglas Curtis and seconded by Mr.Tim Tettleton. Abstained: Mr.Scott Cox and Dr.Vickie Wheelis, both employed at LDCC, Opposed: None, All in Favor: All. MOTION PASSED.
  
10. MOU – NELA Nursing Adjunct Faculty Project – Mrs.Mitchell stated that WDB-83 had been awarded a Blue Cross/Blue Shield/ Living Well Grant that will provide funds for an adjunct faculty to instruct clinical training at healthcare facilities located in the Service Delivery Area. This project will fund two FTE adjunct faculty members at each of the three participating schools for a total of six clinical instructors. She discussed the draft MOU that's pending legal approval. After discussion, a motion to approve the MOU pending legal approval, was made by Mrs.Tana Trichel and seconded by Mr.Fred Eubanks. Abstained: Mr.Scott Cox and Dr.Vickie Wheelis, both employed at LDCC, Opposed: None, All in Favor: All. MOTION PASSED.

Mr.Steve Henderson called on Ms.Miriam Russell for the One Stop Operator Report.

Ms.Russell gave an update on One Stop Activities.

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

Mrs.McCarty gave an update on the Parish Business and Career Solutions Center activities.

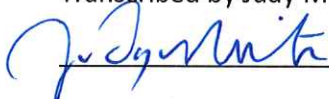
Mr.Henderson called on Mrs.Shae Cheatham for the PHOCAS update.

Mrs.Cheatham gave an update on PHOCAS activities.


Mr.Henderson called for a motion to adjourn the meeting. A motion was made by Mr.Fred Eubanks and seconded by Mr.Michael Carroll. 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 April 16, 2019 Meeting



Steve Henderson  
Chairperson – WDB-83