



WORKFORCE DEVELOPMENT BOARD, SDA-83, INC.

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WORKFORCE DEVELOPMENT BOARD SDA-83, INC.

APRIL 18, 2023

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. Tim Tettleton.

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

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 – January 17, 2023 Executive Committee/Strategic Planning Committee – A motion to approve the minutes of this meeting was made by Mr. Jacques Lasseigne and seconded by Mr. Ben Gallant. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
2. Minutes – January 17, 2023 Workforce Development Board Meeting – A motion to approve the minutes of this meeting was made by Ms. Amanda McManus and seconded by Mr. Gerry Mims. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
3. NAWB 2023 Legislative Priorities
4. One Stop Agreement – Renewal One Modification – Mrs. Mitchell stated the One Stop Operator Agreement had been reduced to \$ 33,600 in July 2022, due to budget constraints. She recommended bringing it back to a pro-rated amount of \$ 36,800, which brings the total reimbursable amount for the months of January – June 2023, to the procured amount. A motion for approval was made by Mr. Gerry Mims and seconded by Mr. Michael Carroll. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

5. PY20-PY24 Local/Regional Plan Modification – Mrs. Mitchell stated the Plan was modified with changes and sent to the Board for review and posted on WDB-83’s website for public comments on 2/27/23. No public comments were received. A motion for approval was made by Ms. Kaila Boire and seconded by Mr. Jacques Lasseigne. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

6. Center Certification – Mrs. Mitchell discussed the Certification Matrix for the Morehouse Comprehensive Center and stated in January, the Board had approved the completed matrix, but the matrix had not been approved by the WIC at that time. The Morehouse Comprehensive Center is in line with LWC’s Matrix requirements. The nine (9) Affiliate One Stop Centers were all certified. One line on the center’s certification checklist; *6.7 A calendar of services and events is easily available* was marked as Not Met and will be addressed. Center Certification was discussed and approved in the Executive Committee/Strategic Planning Committee in their meeting prior to the full board meeting and recommended approval. Abstained: None, Opposed: None. All in Favor: All. MOTION PASSED.

7. Compliance Monitoring Report/Response - Shared for informational purposes. Any actionable items will be presented with receipt of final report.

8. Policy Approval
 - a. **100-07-03 – Personnel Policies** – Line added “*F. Employee relocation costs, although allowable under 2 CFR §2003464(a), are prohibited by Workforce Development Board SDA-83, Inc*”.
 - b. **200-17-03 - Qualifications for Truck Driver Training** – Tabled for further evaluation
 - c. **200-21-04 – SOP Procedures for Initial Assessment of Skill Levels** – Under Aptitudes, Page 5 “*A literacy/numeracy record must be created if the Youth is basic skills deficient in reading and math*” was removed.
 - d. **600-01-01 – Wage Rates for Youth Entering Work Experience Activities** – Amended with “*or any other WIOA subsidized wage program*” removed from sentence in policy paragraph. These policy changes were discussed and approved in the Executive Committee/Strategic Planning Committee in their meeting prior to the full board meeting and recommended approval. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

9. Budget to Actual Report – The WIOA Administrative, WIOA Program, NELA Hope, 318 Rise and NELA Earn budgets were presented, along with the line item adjustments that are within the total budget by category. The budgets were discussed in the Executive Committee/Strategic Planning Committee in their meeting prior to the full board meeting and recommended approval. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

10. Employer Survey

Mr. Steve Henderson called on Mrs. Shae Cheatham for the Grants/Employer Engagement Update.

Mrs. Cheatham gave updates on grant activity and employer engagement activities.

Mrs. Alberta Green, One Stop Operator was absent.

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

Mrs. McCarty gave an update on activities in the American Job Centers.

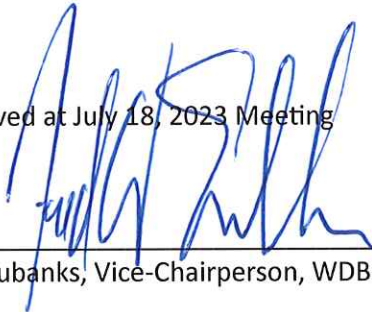
Mr. Steve Henderson adjourned the meeting.

The meeting adjourned at 7:15 P.M.

Transcribed by Judy Milton, Planning Assistant



Approved at July 18, 2023 Meeting



Fred Eubanks, Vice-Chairperson, WDB-83