



WORKFORCE DEVELOPMENT BOARD, SDA-83, INC.

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WORKFORCE DEVELOPMENT BOARD SDA-83, INC.

JULY 18, 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. Fred Eubanks, Vice-Chairperson. Invocation was given by Mr. Tim Tettleton.

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

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

Mr. Fred Eubanks called on Mrs. Terri Mitchell for the Executive Director's Report.

Mrs. Mitchell reported on the following items:

1. Minutes – April 18, 2023 Executive Committee/Strategic Planning – A motion to approve the minutes of this meeting was made by Mr. Calvin Williams and seconded by Mr. Michael Carroll. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED
2. Minutes – April 18, 2023 Workforce Development Board Meeting – A motion to approve the minutes of this meeting was made by Mr. Scott Cox and seconded by Ms. Kaila Boire. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
3. Election of Officers – Mrs. Mitchell called for Election of Officers. A motion to reinstate the current officers was made by Mr. Michael Carroll and seconded by Mr. Tim Tettleton.

Steve Henderson, Chairperson

Fred Eubanks, Vice-Chairperson

Rosie Brown, Secretary-Treasurer

Gerry Mims, Member At Large

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

4. Subaward Grant Agreement Approval PY23/FY24 – Mrs. Mitchell stated the new grant agreement would cover the period from April 1,2023 through June 30,2025. She stated the total amount of the agreement is \$ 1,486,411 and recommended approval. A motion for approval was made by Ms. Kaila Boire and seconded by Ms. Brandy Willis. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
5. One Stop Operator Agreement – ABG Professional Solutions – Mrs. Mitchell recommended renewing the One Stop Operator Contract with ABG Professional Solutions for the fiscal year July 1, 2023 – June 30, 2024. She stated this is the Optional Renewal – Two and the renewed contract price is 33,600.00. After discussion, a motion for approval was made by Ms. Brandy Willis and seconded by Mr. Michael Carroll. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
6. Partner MOU 7/1/23 – 6/30/26 – Mrs. Mitchell stated the Partner MOU creates a seamless system of continuous improvement of all services to employers, job seekers, education and employment professionals from all mandated partners. She stated the effective date of this MOU is July 1,2023 through June 30, 2026. A motion for approval was made by Mr. Jacques Lasseigne and seconded by Mr. Tim Tettleton. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

7. Policy Approval

Policy #100-02-02: Definitions:

- Effective 05/26/2023
- Additional Assistance Youth Barrier was in the definitions twice, once as Additional Assistance Youth Barrier and repeated as Needs Additional Assistance. Removed Needs Additional Assistance, as the definition was not current

Policy #100-03-03: Equal Employment Opportunity (EEO):

- Effective 07/10/2023
- Revised to include language to cover vendors, including instructors and administrators
- Updated LDOL to LWC

Policy #200-17-03: Qualifications for Truck Driver Training Candidates

- Effective 07/18/2023
- Reconsider after being tabled at 04/2023 meeting
- Added a requirement that candidates must have taken a drug screen with negative results prior to WIOA enrollment
- Left minimum age for WDB enrollment at 21 years of age
- Included the Basic Skills Screening Tool as an option for determining local requirement of reading and math 6th grade level
- Included a process for determining the candidates' capacity for the truck driving occupation:
 1. Basic Skills Assessment
 2. Average day in the life of a truck driver discussion and video

3. Labor market information to apprise the candidate of salary expectations
 4. Discuss pros and cons of “over the road”, local and regional transportation. Include video
 5. “Questions to Consider Before Becoming a Truck Driver” to be discussed in great detail
- Added exception to false positive drug screen caused by foods, medications, etc

Policy #200-28-11: SOP for Provision of Supportive Services or Assistance

- Effective 07/18/2023
- Updates to policy numbers and USDOL TEGL issuances
- Revisions to Travel Expense statement to clarify reimbursement for travel outside the classroom, ex. clinicals
- Included Work Experience Time Sheet as an approved document to justify travel reimbursement
- Specified method for securing a tutor
- Clarified that supportive services can now be used toward the 20% required WE expenditure

Policy #600-02-09: Youth Workforce Investment Activities Standard Operating Procedures:

- Effective 05/01/2023
- Updated reference to other WDB policies throughout
- Added WIOA language about the 5% limitation on In-School Youth eligibility using the LWDA defined additional assistance barrier
- Included new USDOL wording on supportive services counting toward the 20% Work Experience expenditure minimum

After discussion, a motion to approve the policy changes was made by Mr. Trevor Barber and seconded by Ms. Kaila Boire with the recommendation to research the health contingency and medication questions on **Policy 200-17-03** for discussion at the October meeting. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

8. Briefing:

- a) Budget to Actual Expenditures – 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 and approval to make line item changes that are within budget. A motion for approval was made by Mr. Calvin Williams and seconded by Mr. Tim Tettleton. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
- b) Performance
- c) Year in Review

9. Career Exploration Fair – Mrs. Mitchell wanted to make members aware of this regional opportunity Sept. 11th – 12th at the Clark M. Williams Innovative Campus – Monroe. It will be an event to bring career awareness to our high school students throughout the region. Employers and training providers will be available to inform students of the amazing high wage, high demand careers right here in Northeast Louisiana.

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

Mrs. Cheatham gave an update on grant activity and employer engagement activities.

Mr. Eubanks 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. Eubanks called for a motion to adjourn the meeting.


A motion was made by Mr. Tim Tettleton and seconded by Ms. Kaila Boire. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

The meeting adjourned at 7:35 P.M.

Transcribed by Judy Milton, Planning Assistant



Approved at October 17, 2023 Meeting



Steve Henderson, Chairperson, WDB-83