



WORKFORCE DEVELOPMENT BOARD, SDA-83, INC.

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WORKFORCE DEVELOPMENT BOARD SDA-83, INC.

JULY 30, 2024
6:00 P.M.

Hampton Inn & Suites
1500 Frontage Road
Monroe, LA

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, Ms. Brandy Willis, Ms. Bethany Stanley, Ms. Lauren Rogers, Mr. Tim Tettleton, Mr. Gerry Mims, Mr. Matt Green, Ms. Rosie Brown, Mr. Scott Cox, Ms. Kelsey Vallee, Mr. Dean Baugh and Mr. Trevor Barber. Absent: Ms. Amanda McManus, Ms. Kaila Boire, Ms. Jinger Greer, Mr. Joseph Bareswill, Mr. Fred Eubanks, Mr. Ken Green, Dr. Calvin Williams, 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 – April 16, 2024 Workforce Development Board Meeting – A motion to approve the minutes of this meeting was made by Ms. Rosie Brown and seconded by Mr. Ben Gallant. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

Minutes – April 16, 2024 Executive Committee Meeting – A motion to approve the minutes of this meeting was made by Ms. Rosie Brown and seconded by Mr. Ben Gallant. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

2. Election of Officers – Mrs. Mitchell called for Election of Officers. A motion to reinstate the current officers was made by Mr. Tim Tettleton and seconded by Mr. Scott Cox.

Steve Henderson, Chairperson
Fred Eubanks, Vice-Chairperson
Rosie Brown, Secretary-Treasurer
Gerry Mims, Member At Large

Abstained: Mr. Steve Henderson, Mr. Gerry Mims and Ms. Rosie Brown. Opposed: None, All in Favor: All. MOTION PASSED.

3. USDOL Monitoring Report for WORC 4 grant was presented to indicate that the finding had been resolved.

4. LWC Monitoring Report – Mrs. Mitchell presented the LWC monitoring report for FY22/FY23. No findings were reported. Three areas of concern were indicated. The staff has submitted a corrective action plan and awaiting LWC response.
5. 990 Form Approval – Mrs. Mitchell stated as a non profit organization, a 990 Return is required. It has been prepared by Heard, McElroy & Vestal, CPA's and must be reviewed and approved by the Board. A motion for approval was made by Ms. Kelsey Vallee and seconded by Mr. Dan Wallace. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
6. One Stop Operator – ABG Professional Solutions – Mrs. Mitchell recommended renewing the One Stop Operator Contract with ABG Professional Solutions for fiscal year July 1, 2024 – June 30, 2025. She stated this is Optional Renewal Three and the renewed contract price is \$ 30,000.00. After discussion, a motion was made by Mr. Gerry Mims and seconded by Mr. Trevor Barber. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
7. Policy Approval – Mrs. Mitchell discussed the following policy changes/additions:

Policy 100-03-04: Equal Employment Opportunity (EEO)

- Extends the length of time to file a complaint from 180 days to 365 days from the date of the alleged violation

Policy 100-22-03: Applicant/Participant Grievance Policy and Procedures

- Extends the length of time to file a complaint from 180 days to 365 days from the date of the alleged violation

Policy 200-05-09: Limitations on Individual Training Accounts

- Adds provisions and restrictions on distance and on-line training providers

Policy # RAN-01: Notice of Award

- An agreement was made between Workforce Development Board SDA-83 (WDB-83) and the Delta Regional Authority (DRA)-#DRA24DWPLA-5745

Policy RAN-02: NELA RAN Follows WDB-83 Policies & Procedures

- Complies with and follows policies and procedures as established by WDB-83 for all fiscal, personnel, and administrative activities and responds to guidance and directives from program planning and implementation

Policy RAN-03: Procurement

- NELA RAN will follow WDB-83's Procurement Policy
- Excerpts from WDB-83 Policy 100-06-02: Procurement

Policy RAN-04: Employee Travel

- This document ensures that employee travel is consistent with the goals and objectives of the NELA RAN Project and aligns fully with the Workforce Development Board policies and procedures for employee travel.

Policy Ran-05: Eligibility Determination Guidelines

- To be eligible to enroll in the NELA RAN. Project one must be a resident of the region (Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Ouachita, Richland, Tensas, Union, and West Carroll parishes).

Policy RAN-06: Internships (Work Experience)

- Internship (Work Experience) placements will be offered as appropriate and available. This policy explains the agreement, wages/time limits, etc.

Policy RAN-07: On-the-Job Training

- The NELA RAN Project will upskill current employees to middle skills positions in the labor-intensive manufacturing sector and the agriculture sector using On-the-Job Training (work-based learning). This policy describes the terms of the OJT contract.

After discussion, a motion to approve these policy changes/additions was made by Mr. Scott Cox and seconded by Mr. Ben Gallant. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

8. Approval of Executive Committee Meeting Minutes 7/25/24 - Mrs. Mitchell stated that allocations, budget, staffing and succession planning was discussed at this meeting and recommended ratifying the Executive Committee's decisions as presented in these minutes. A motion to approve these minutes was made by Mr. Scott Cox and seconded by Mr. Tim Tettleton. Abstained: Mr. Dan Wallace, Opposed: None, All in Favor: All. MOTION PASSED.
9. Allocations/Operators Strategic Plan – Mrs. Mitchell discussed the budgets, allocations and recommended actions.
10. Budget to Actual Report – Mrs. Mitchell discussed the Budget to Actual Report which included WIOA Administrative & Program, NELA Hope, NELA Rise and NELA Earn and recommended approving as presented, along with the line item changes. After discussion, a motion for approval was made by Mr. Tim Tettleton and seconded by Ms. Kelsey Vallee. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

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

Mrs. Shae Cheatham gave an update on Business Services.

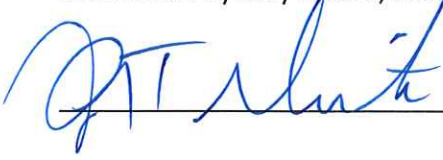
Mrs. Alberta Green was not present for the update on One Stop activities.

Mrs. Katie McCarty was not present for the WIOA Title I Services Update.

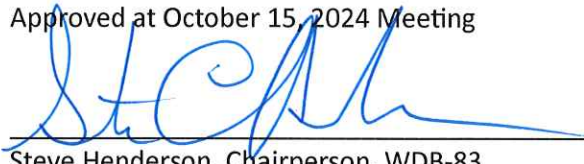
Mr. Steve Henderson called for a motion to adjourn the meeting. A motion was made by Mr. Scott Cox and seconded by Mr. Gerry Mims. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

The meeting adjourned at 7:30 P.M.

Transcribed by Judy Milton, Planning Assistant



Approved at October 15, 2024 Meeting



Steve Henderson, Chairperson, WDB-83