



# WORKFORCE DEVELOPMENT BOARD, SDA-83, INC.

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WORKFORCE DEVELOPMENT BOARD SDA-83, INC.

APRIL 16, 2024  
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, Chairperson. Invocation was given by Mr. Steve Henderson.

Members present: Mr. Steve Henderson, Chairperson, Mr. Dan Wallace, Ms. Kaila Boire, Ms. Jinger Greer, 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. Kelsey Vallee, and Mrs. Tana Trichel. Absent: Mr. Ben Gallant, Ms. Amanda McManus, Ms. Brandy Willis, Ms. Bethany Stanley, Ms. Lauren Rogers, Mr. Ken Green, Mr. Jacques Lasseigne, Mr. Trevor Barber and Ms. Daphne Johnson.

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

Guests: Mr. Kendall Thompson, President, East Carroll Parish Police Jury and Ms. Armenda Sims, DCFS.

Mr. Steve Henderson called on Mrs. Terri Mitchell for the Executive Director's Report.

Mrs. Mitchell reported on the following items:

1. Minutes – January 23, 2024 Workforce Development Board Meeting – A motion to approve the minutes of this meeting was made by Ms. Rosie Brown and seconded by Ms. Kaila Boire. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
2. Funding Announcement
  - (1) Awarded Delta Regional Authority Delta Workforce Grant
  - (2) Awarded \$ 200,000 State Money to utilize for Lineman Training at Winnsboro LDCC
3. Budget to Actual – Mrs. Mitchell discussed the Budget to Actual Report which included Administrative, Program, NELA Hope, NELA Rise, and NELA Earn. 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 Approval – Mrs. Mitchell discussed the following policies:

**Policy # 100-07-03: Personnel Policies**

- Page 4: update B. Fringe Benefits:
  - o Health Insurance \$800
  - o Consider Medicare Part B for eligible employees, supplemental coverage. Not to exceed \$ 800/month

**Policy 100-12: Fleet Card Policy – Canceled**

- This card was canceled due to excessive monthly administrative fees.
- Consider amending Policy 100-08-11 to allow the Executive Director/WIOA Program Director (WDB vehicles) to charge mileage when traveling to outlying parishes and outside local area. Under Fuelman, WDB paid 70% of gas regardless of location. Currently, these employees are covering 100% of gas even for business purposes.

**Policy 100-13-01: Corporate Credit Card Policy**

- Updated policy to add the following dual approval.  
7.2 The Local Area Coordinator Corporate Card will be countersigned by the Executive Director. The Accounting Supervisor will review and sign off on the Executive Director paperwork.

**Policy 200-20-01: SOP for WIOA Outreach, Intake and Orientation**

- Removed references to Interdisciplinary Case Management Team

**Policy 200-37: Additional Criterion for Practical Nursing Training Candidates**

- Policy adds the requirement that LPN students must complete 1 term before applying for WIOA assistance. That term must be completed with a 2.0 GPA (80%) and 90% attendance rate.

**Policy 200-38: Participant Services Plan/IEP/ISS**

- Policy explains the use of IEPs and ISSs and their development.

**Policy 200-39: Customer Flow Policy**

- Policy describes the flow of services for customers entering WIOA services corresponding with their individual needs, delivered by professional staff, resulting in satisfaction that surpasses their expectations, and acknowledging that self-sufficient employment is the goal.

**Policy 900-06-01: Tuition and Other Supportive Services**

- Consider amending Policy 900-06-01 to increase amount of funds allowable per student/per semester and the overall training cost from the current \$1400 per semester not to exceed \$8400.00 overall training cost (page 1) to \$2000.00 per semester not to exceed \$10,000.00 overall training cost.

These Policies were discussed in the Executive Committee/Strategic Planning Committee Meeting prior to the full board meeting and recommended approving as discussed. **Policy Number 100-12** will be reversed with the Fleet Cards being reinstated with the card holders paying thirty percent (30%) of the cost. Abstained: Mr. Scott Cox, LA Delta Community College, Opposed: None, All in Favor: All. MOTION PASSED.

5. Policies Tracking Worksheet – Mrs. Mitchell stated the policies needed to be reviewed on an annual basis and provided a Policies Tracking Worksheet. These policies were discussed in the Executive Committee/Strategic Planning Committee Meeting prior to the full board meeting and it was their recommendation to approve as discussed. The worksheet is updated with the current review date. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
6. LA State Combined Plan
  - A). State of LA Executive Order
  - B). Resolution SLS-24RS-573
7. Comprehensive Monitoring Update
8. WORC4 Monitoring Response
9. Success Stories – A video was shown of an interview with sisters Za'Terrica Williams and Za'Derrica Williams, who completed the truck driving program at Coastal through the WIOA Program and are employed by Covenant as team drivers. They are very thankful for the training opportunity provided to them through WIOA.
10. How can we increase awareness of our services for both Employers and Community?

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

Mrs. Cheatham gave an update on business services.

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

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

Mrs. Katie McCarty gave an update on the American Job Center activities.

Mr. Steve Henderson called for a motion to adjourn the meeting. A motion was made by Mr. Fred Eubanks and seconded by Ms. Rosie Brown. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

The meeting adjourned at 7:25 P.M.

Transcribed by Judy Milton, Planning Assistant



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Approved at July 16, 2024 Meeting

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Steve Henderson, Chairperson, WDB-83