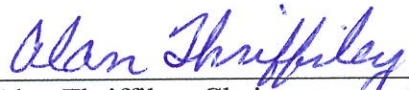


May 12, 2023

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, May 24th, 2023 at 8:30 a.m.** This meeting will be held at the St. Tammany Government Towers Building, 520 Old Spanish Trail, 5th floor, Slidell, Louisiana.

AGENDA:

- 1. Call to order.....Alan Thriffiley, Chairman
- 2. Welcome and Introductions.....Alan Thriffiley (5 minutes)
- 3. Invocation.....Melissa Kirsch
- 4. Comments from the Chairman.....Alan Thriffiley (5 minutes)
- 5. Approval of February 15th, 2023 meeting minutes (Action Item).....Alan Thriffiley (5 minutes)
- 6. Review of Expenditure and Operation Reports through April 2023.....Melissa Kirsch (5 minutes)
(Questions only)
- 7. Review and Approval of amendment to Fiscal year Budget 22/23 (Action Item).....Melissa Kirsch (10 minutes)
- 8. Review and Approval of Modification to 4 year Strategic Plan (Action Item).....Melissa Kirsch (10 minutes)
- 9. Review and Approval of Renewal to System Partners Memorandum of Understanding & Infrastructure Funding Agreement (Action Item).....Melissa Kirsch (10 minutes)
- 10. Review and Approval of Renewal to One-Stop Operator Agreement (Action Item).....Melissa Kirsch (10 minutes)
- 11. Review and Approval of Summer Youth Program Agreements (Action Item).....Melissa Kirsch (10 minutes)
- 12. Review and Retroactive Approval of Cooperative Endeavor Agreement with St. Tammany Corp. for emergency financial management assistance (Action Item)....Melissa Kirsch (10 minutes)
- 13. Discussion on creating search committee for new Executive Director.....Alan Thriffiley (10 minutes)
- 14. Updates on Center activities.....Dave Maziarz (10 minutes)
- 15. Other Business
- 16. Review of Action Items
- 17. Public Comment Period


 Alan Thriffiley, Chairman *MBK*

Serving Plaquemines, St. Bernard & St. Tammany Parishes

An Equal Opportunity Employer

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FIRST PLANNING DISTRICT WDB MEETING MINUTES

February 15, 2023 – 8:30 a.m.

MEETING INFORMATION

Location	This meeting was held in person at Nunez Technical Community College in Chalmette.		
Attendees	Chairman Alan Thriffiley	Mr. Chris Abadie	Mrs. Charlene Bonck
	Mr. Ellis Borque	Mr. Tim Bradbury	Dr. James Carlson
	Mrs. Lacey Dugas	Mr. Keith Espadron, Jr.	Mr. Ross Gares
	Mr. Bill Henley	Mr. David Kaufmann, Jr.	Mrs. Adriana Kriesen
	Mrs. Rachel Mackey	Mrs. Mindy Nunez Airhart	Mr. Mark Pisani
	Mr. Stephen Price	Mr. Lenny Unbenhagen	Mr. Mike Stedem
	Mrs. Melissa Kirsch	Mrs. Jennifer Barnett	Ms. Stacie Chitwood

1. CALL TO ORDER

The meeting was called to order at 9:01 a.m. by Chairman Alan Thriffiley and a quorum was declared.

2. WELCOME AND INTRODUCTIONS

Chairman Alan Thriffiley thanked everyone for being in attendance and offered thanks to Nunez for hosting the meeting.

3. INVOCATION

Mrs. Melissa Kirsch gave the invocation.

4. SWEARING IN OF NEW BOARD MEMBERS

Chairman Alan Thriffiley introduced Mr. Ross Gares and swore him in before the other board members in presence.

5. REVIEW AND APPROVAL OF SEPTEMBER 23, 2022 MEETING MINUTES

Chairman Thriffiley presented the minutes from the September 23, 2022 board meeting, and reviewed the action items. A motion for approval was made by Mrs. Airhart and seconded by Mr. Abadie. The minutes were approved by a unanimous vote with no objections or abstentions.

6. REVIEW AND APPROVAL OF BUDGET REVISION

Mrs. Kirsch was recognized to present the request for budget revision. Additional funds were asked for and received as follows: \$400,000 recaptured Youth and Dislocated Worker grant funds, \$250,000 Additional Covid Disaster Grant funds, and \$85,000 AARP grant to provide career services / counseling to 50+ population. The modification requested is to add these dollars to our existing budget. A motion for approval was made by Mr. Bradbury and seconded by Mr. Abadie. The budget revision was approved by a unanimous vote with no objections or abstentions.

7. REVIEW AND APPROVAL OF REVISED SUPPORTIVE SERVICE POLICY

Mrs. Kirsch was recognized to present the request for approval of revision to the Supportive Service policy based on the recommendation from LWC's Technical Assistance Team. The revisions requested were minor and highlighted in yellow in the policy document. She reviewed with the members each of the revisions made. A motion for approval was made by Ms. Mackey and seconded by Mr. Kaufmann. The policy revision was approved by a unanimous vote with no objections or abstentions.

8. REVIEW AND APPROVAL OF REVISION TO ONE-STOP OPERATOR CONTRACT

Mrs. Kirsch proposed to revise the previously approved training/technical assistance component to the One-Stop Operator Agreement with an additional \$9,300 and to extend until June 30, 2023 (utilizing the retired Program Liaison) to ensure the new administrative staff can continue to learn all aspects of the law, accounting system, and their overall positions. This request is being made in response to the urgent replacement of the newly hired Fiscal Manager due to unforeseen medical issues. Multiple applicants applied for the position, but will need more than 2.5 weeks of training. Ms. Mackey inquired if there was a plan in place to create a training document, plan, or procedure to prepare for possible future turnover incidents. Mrs. Kirsch explained that items are currently being documented, but that not all governmental processes are easily notated. This process requires much more additional prep work and double entry for

accuracy. A motion for approval was made Mr. Abadie and seconded by Mr. Price. The motion was approved by a unanimous vote with no objections or abstentions.

9. REVIEW OF COMMITTEE GOALS, MEMBERS AND MEETING DATES

Mrs. Kirsch introduced the outlined structure and members of each of the committees, as well as some recommendations for strategic work. By reducing the full board meetings from 6 to 4 a year, more time will be allowed to devote to committee work. Committee meetings for the entire year will be decided prior to the end of February and shared with all Board members.

10. PUBLIC COMMENT PERIOD

Chairman Thriffiley opened the floor to any questions and public comment. No further comments were shared, and the meeting was adjourned at 9:32 am.

START OF ANNUAL BOARD RETREAT FOR STRATEGIC PLANNING

1. RECAP OF THE YEAR, SHARING SUCCESSES

Mrs. Jennifer Barnett was introduced to share an update on the previous year's performance details.

LANGIAPPE HIGHLIGHTS:

- Over 149 funded COVID temporary jobs placed
- Unprecedented CAA partnership resulting in \$95,000 additional funds for summer programs
- Approval of the \$85,000 AARP Grant to provide career services / counseling to 50+ population

SUMMER PROGRAM HIGHLIGHTS:

- Was given the goal to expand the overall program and resulted in overall growth to 46 from 17
- Multiple programs were supported including Career Exploration Summer Academy, Oyster Reef Restoration, and Summer Work Experience

HIRING EVENTS:

- This year was harder than most because of our reputation for large sized hiring events, but there was a need to pivot to smaller events for targeted industries.
- Multiple individualized hiring events for single employers proved very successful throughout the year.

PERFORMANCE EFFECTIVENESS:

- 5 performance measures that we are graded on from the federal government by either "meet", "exceed", or "fail", which speaks to our effectiveness. These measures include:
 - Are we getting people jobs?
 - Are they keeping the job for 6 months?
 - Do they still have it at 12 months?
 - What kind of dollars are they earning? (18% higher wages are earned by those assisted by Career Center)
 - If we helped them with training, did they get a credential?
 - If they are in a program of training, are they making progress?
- Our performance last year was exceptional with exceeding most measures and meeting the remainder. This was during a time where most local areas within the state had failed quite a few of the performance measures from Post-Pandemic factors. This speaks highly to the commitment of the team in the centers.

POST PANDEMIC:

- Unemployment rate in all 3 parishes is 2.87% which is extremely low.
- Over 5,600 people rejoined the workforce.
- Job participations are near pre-pandemic rates.

NEXT YEAR:

- Overall low labor force participation rate, but there is steady improvement.
- Hosting specific hiring events vs large job fairs will continue to be the new normal.
- Increasing capacity building for new and expanding programming such as AARP

OPPORTUNITIES:

- Expanding this year's summer program by another 50%
- AARP Back to Work 50+ is targeted to serve greater than 110 participants
- New TriParish Works website will be launching
- Increased engagement with partners, such as Adult Education, which will have an instructor in the St. Tammany office in the near future.

2. DR. JIM CARLSON WITH NORTSHORE TECHNICAL COMMUNITY COLLEGE

Dr. Carlson was introduced to share information on one of our most frequent partners, Northshore Technical Community College.

- NTCC has campuses in 5 parishes with Hammond in planning for an upgraded site.
 - Parishes include Livingston, St. Helena, St. Tammany, Tangipahoa, and Washington
- What they do:
 - Currently offer over 24 certificate, technical diploma, and associate degree programs
 - Offer University Transfer Pathways designed to transfer students into a bachelor's degree program
 - Connect to Success with Workforce Training designed to improve workforce-related skills
 - Adult Education & JAG programs for adult learners needing high school completion
 - Total students served = 784 and JAG = 43 (83% success rate)
 - Services include HiSET Test Prep, ELA Classes, 5 for 6 Scholarship, and Career Waves 1 and 2
 - STEM Outreach through Mobile Labs have reached over 11,000 people to date
- Significant growth experienced recently with Fall semester at the highest enrollment rate in the history of NTCC.
 - Spring semester was up 11% and overall growth in completion of credentials
- Multiple new funding programs are available to assist with attending post-secondary training.
 - MJ Foster
 - Rapid Response
 - Reboot Louisiana
- Multiple new training programs were added post COVID including, Marine Service Technology (Only program of its kind in the state), Heavy Equipment Operator, and Psychiatric Tech

3. LENNY UNBENHAGEN WITH NUNEZ COMMUNITY COLLEGE

Mr. Unbehagen was introduced to share information on another partner, Nunez Community College.

- Nunez follows a similar structure as mentioned with NTCC, but current focus is to put the increased funding in the hands of those that need it the most.
- Experienced significant growth with an Increase of 13% in Spring and a 15% increase in Fall classes registered
- New and/or current program offerings include:
 - Fiber Optics Certifications
 - Heavy Equipment Operator
 - CDL Certification through Coastal Truck Driving
 - HAZMAT Awareness & Operations
 - Summer Career Exploration
- Availability of over 20 programs including Aerospace Manufacturing Programming – only one in state
- Coastal Studies and GIS Tech are about to have their 1st graduating class.
- Process Technician Program just recently allowed 2 high school students to graduate with both a diploma and an associate's degree.
- LPN is ranked #1 in the state with a 94% NCLEX Pass rate.
- Diverse campus of students from multiple parishes and not just St. Bernard
- Safe campus rating with 0 crime statistics reported since 2021.
- 22 Smart Classrooms available which allow instructors to be able to record their lectures.
- Small class size with 23:1 student ratio.

4. MRS. RACHEL MACKEY WITH LOUISIANA WORKFORCE COMMISSION

Ms. Mackey was introduced next to share information on the Louisiana Workforce Commission's various programs.

- Wagner Peyser has been around since 1933 and is a nationwide system of public employment services.
 - Provides services to both job seekers and employers: resume prep, job search assistance, placement
 - JSVG – Jobs for Veterans State Grant - 136 current registrations
 - Drive Your Future – Commercial Driver's License Training Program – 6 local residents funded
- RESEA – Reemployment Services assists those likely to exhaust unemployment benefits in getting connected to employment quickly. This program drives people into the Career Centers.

5. MRS. CHARLENE BONCK WITH LOUISIANA REHABILITATION SERVICES

Mrs. Bonck was introduced to share information on Louisiana Rehabilitation Services.

- State is raising pay rates for counselors and clerical which should help with filling the many available positions.
- Assist those with disabilities find and maintain employment by providing:

- Technology
- Job coaching and placement
- Training, based on economic need
- 3 Selection groups based on severity of disability.
- Pre-employment - 15% of budget mandated for this
- Work – Based Learning Experience
- Reimburse employer for wages

6. MRS. ELIZABETH DAUTRIEVE WITH ST BERNARD ECONOMIC DEVELOPMENT AGENCY

Ms. Dautrieve was introduced to share information on our partner, St. Bernard Economic Development Agency.

- Fastest growing parish in the state and 2nd highest GDP in the state
- Expanded film incentive from \$ 150,000 to \$ 200,000
- Awarded \$500,000 EPA Brownsfield Grant to assist with evaluation of new project properties for safety.
- Recent business expansions include
 - Chalmette Refining with a \$600 million renewable diesel unit
 - Domino Sugar with a \$4 million warehouse expansion
 - Glass Half Full with a \$6 million expansion throughout the parish
- New podcast available to help push the economic information to the community that is shared quarterly.
- Business development classes being offered to small businesses within the parish.
- Business expo and job fair scheduled for April 13th 5-7 pm.

7. MRS. ASHLEY LLEWELLYN WITH ST TAMMANY CORP

Mrs. Llewellyn was introduced share information on another of our economic development partners, St. Tammany Corp.

- Strategics Logistics Corridor planned for up to 1000 acres adjacent to I12 and Highway 1088
 - Zoning will be classified as Advanced Manufacturing and Logistics (AML)
 - Designed for clean and environmentally friendly projects and not smokestack industry. All businesses within the area must undergo approval process and meet ordinances.
 - Great location for warehousing and distribution due to its proximity to three major interstates.
- Advance St Tammany provides business support programs and incentive programs.
- Workforce Roundtable include St Tammany Parish School Board, St Tammany Corp, TriParish Works, Northshore Technical Community College, and Southeastern Louisiana University working together seamlessly to promote workforce development and coordinate on shared projects.
- Northshore Healthscape is a regional sector initiative including multiple healthcare facilities on the northshore and includes TriParish Works.
- Startup Northshore is an initiative to provide direct technical assistance to those businesses in the startup phase.
- Data & Research Publications
- Northshore Regional Resiliency Collaborative

8. MRS. LAURA MELLUM WITH THE PORT OF NEW ORLEANS

Mrs. Mellum was introduced next to share information on the Port of New Orleans.

- Container Tunnel Project through St Bernard Parish
 - Container shipping has doubled, but local distribution centers provide a substantial opportunity to supply a large portion of the country's import/export.
- Bigger ships can't make it under the CCC Bridge and a new distribution center will be created south of it as an unloading point.
- The terminal planned for St Bernard in Violet will service larger containers and keep the state competitive. (Prevent larger European and Asian distributors from moving to Houston)
- In December, Gov. Edwards announced TiL (Terminal Investment Limited) and Ports America have promised \$800 million to the development of the new terminal.
- Project will be unique in the investments of sustainability because this port will likely be the last addition in near future. Some of the newer features that will be included are:
 - Shore Power – Ships can connect to power on land instead of using diesel engine and running idle.
 - All equipment used on the terminal will be electric

- Containers on each barge will be removed by water rather than road to decrease emissions.
- This project is expected to add 4300 jobs by 2050 and add \$470 million in tax dollars.
- Timeline – Construction permit has been filed and will expect to begin in 2025 with first portion complete in 2028. The full completion is targeted for completion in 2032.

9. OPEN DISCUSSION

The floor was opened to all that were present for strategic discussions and questions .

- Mr. Henley mentioned that he gets a lot of information but is curious as to how does it all fit? What was the most successful thing we have accomplished? What are we good at and what do we need to do?
- Mr. Stedem – Our biggest contribution is that we have made as a board is building credibility over the last 5 years. We are always working with less money, but have been innovative and competitive.
- Mrs. Barnett– To be an effective and strategic board, there must be an effort to bring in external dollars to meet at least 50% of our operating budget. If we bring the partners, not mandated by our state, together it reduces costs and prevents duplication of services. Partners have to trust us and know that we support them.
Mr. Price – We have become flexible as a board and as a staff, and that is what makes the success happen and continue. We are always trying to be innovative and creative in our approach.
- Mrs. Kirsch – Something we can do better is sharing accomplishments and successes with partner agencies and legislators.
- Mr. Henley – We aren't lacking in ideas, but it seems we are lacking in funding to achieve all of these goals. Is there no way to get more funding?
- Mrs. Kirsch – It's about the right kind of funding. A lot of the projects mentioned don't meet the stipulations of the federal regulations. The key is finding the dollars to give us the flexibility to add additional resources or add new partners.
- Mr. Stedem – Should we make a 501 C3 to help us achieve this?
- Mr. Abadie – Understanding who we serve, helps to understand where to look for funding. It might be helpful to partner with the chamber to utilize their 501c3.
Mrs. Airhart – New businesses across multiple parishes are providing additional donations because of the upcoming port. That could be an option for us.
- Ms. Mackey – The thing that works well for the summer program is that it puts the students in the door of the schools which is somewhere they never thought they would be.
- Ms. Kirsch – Career and college expo was something else we discussed as a board but was not mentioned. This was focused on K-12. I really want to take this idea and bring it to Plaquemines.
- Mr. Unbehagen – A satellite campus in Belle Chase is back on the table and could assist with this.
- Ms. Airhart – St Bernard does career days and spotlight and they are bussed in from multiple schools throughout the area.
- Mr. Unbehagen – Chalmette High put in a request for 30 Jump Start programs for an Associate level.
- Mr. Bourque – I partnered with Bonnabel High School juniors in Jefferson parish on learning a trade. Starting at this age will get more classroom time with more certifications, and get 2 years credit into apprenticeship program and will start at a higher pay rate.
- Mrs. Barnett – Wants to flip 2/3 of current funding spent to on-the-job training instead of classroom training. Just hired job developer to work with individual job seekers and help open doors for them.

With no further suggestions or comments, the annual board retreat and strategic planning concluded at 1:20 pm .

FPD WDB EXPENDITURES TO BUDGET REPORT

Through April 30, 2023

Budget Line Items	ANNUAL BUDGET July 2022 – June 2023	EXPENDITURES THROUGH 4/30/2023	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% w/ OBS	RESERVE FOR FUTURE YEAR 7/23 – 6/24
Tri-Parish Centers - PROGRAM								
Staff Salaries/Fringe	774,449	616,618	79.62%	157,831		157,831	79.62%	0
Operating Costs	134,620	92,377	68.62%	42,243	9,000	33,243	75.31%	
Overhead Subtotal	909,069	708,995	77.99%	200,074	9,000	191,074	78.98%	0
Training/Support for Participants								
Plaquemines	134,577	50,097	37.23%	84,480	5,000	79,480	40.94%	30,000
St. Bernard	324,414	62,662	19.32%	261,752	65,575	196,177	39.53%	70,000
St. Tammany	840,192	259,098	30.84%	581,094	188,654	392,440	53.29%	100,000
Other Misc. Program Inc.				0				0
Training/Support Subtotal	1,299,183	371,857	28.62%	927,326	259,229	668,097	48.58%	200,000
Disaster Dislocated Worker Grant – Temporary Jobs / Training								
Covid	548,023	432,082	78.84%	115,941	0	115,941	78.84%	0
IDA	318,216	177,826	55.88%	140,390	140,390	0	100.00%	0
Disaster Grant Subtotal	866,239	609,908	70.41%	256,331	140,390	115,941	86.62%	
ADMINISTRATION (10%)								
Staff Salaries/Fringe	241,414	183,180	75.88%	58,234	7,059	51,175	78.80%	196,028
Operating Costs	65,650	48,241	73.48%	17,409	0	17,409	73.48%	
Admin Total	307,064	231,421	75.37%	75,643	7,059	68,584	77.66%	196,028
AARP	85,000	18,832	22.16%	66,168		66,168	22.16%	
GRAND TOTALS	3,466,555	1,941,013	55.99%	1,525,542	415,678	1,109,864	67.98%	695,028

**DETAIL EXPENDITURE REPORT
JULY 1, 2022 THROUGH JUNE 30, 2023**

Through APRIL 2023

	PROGRAM	ADMINISTRATION	TOTAL
Total Carryover Funds	\$ 408,916	\$ 162,639	\$ 571,555
New Allocation 2020/22	\$ 1,474,352	\$ 163,817	\$ 1,638,169
Recaptured Youth/DW Funds	\$ 400,000		\$ 400,000
Disaster Dislocated Worker Grant - Covid	\$ 651,482	\$ 138,636	\$ 790,118
Disaster Dislocated Worker Grant - Ida	\$ 339,741	\$ 38,000	\$ 377,741
AARP	\$73,500	\$11,500	\$85,000
GRAND TOTAL	\$ 3,347,991	\$ 514,592	\$ 3,862,583
Anticipated Carryover for 23/24	\$ (200,000)	\$ (196,028)	\$ (396,028)
Total Available for 22/23	\$ 3,147,991	\$ 318,564	\$ 3,466,555

LINE ITEMS	ANNUAL BUDGET July 1, 2022 – June 30, 2023		EXPENDITURES TO DATE APRIL 2023		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe Benefits	\$ 774,449	\$ 241,414	\$ 616,618	\$ 183,180	\$ 157,831	\$ 58,234
System Operator	54,000	19,300	45,000	19,067	9,000	233
Travel/Mileage	7,400	600	8,743	313	(1,343)	287
Conference/Meetings	2,000	4,000	665	266	1,335	3,734
Unemployment Insurance	0	0	0	0	0	0
Staff Drug Screen/new hire	400	200	75	85	325	115
Accounting Services	0	6,500	0	4,900	0	1,600
Supplies	5,000	2,500	3,513	2,520	1,487	(20)
Furniture/Equipment	4,000	2,000	59	440	3,941	1,560
Rent	15,000	4,800	14,504	3,246	496	1,554
Repairs/Maintenance	1,600	1,000	364	529	1,236	471
Telephone/Internet	10,000	4,000	8,297	2,270	1,703	1,730
Insurance (GL/Cobra/Surety Bond)	1,100	6,500	0	5,132	1,100	1,368
Licensing Fees/Assessments	11,800	1,200	3,471	261	8,329	939
Postage	200	1,000	96	403	104	597
Advertisement	370	800	60	1,190	310	(390)
Outreach	13,500	1,000	749	0	12,751	1,000
Professional Development – Staff	2,800	500	495	0	2,305	500
Professional Dues/WDB	1,960	2,000	0	2,702	1,960	(702)
Auto (Gas/Maint/Insurance)	3,490	7,750	6,284	4,919	(2,794)	2,831
Training & Support - Participants	1,299,183	0	371,857	0	927,326	0
Disaster Temporary Jobs - Covid	548,023	0	432,082	0	115,941	0
Disaster Temporary Jobs - Ida	318,216	0	177,826	0	140,390	0
AARP Grant	73,500	11,500	18,005	827	55,495	10,673
SUBTOTAL	\$ 3,147,991	\$ 318,564	\$ 1,708,763	\$ 232,250	\$ 1,439,228	\$ 86,314
Grand Totals		\$ 3,466,555		\$ 1,941,013		\$ 1,525,542

OJT	\$ 51,509
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	\$ 401,470
WORK EXP	\$ 29,676
DDWG TEMPORARY JOBS	\$ 450,720
SUPPORT	\$ 48,390
	\$ 981,765

**FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD
FUND UTILIZATION REPORT**

Month ending APRIL 30, 2023

	Admin	Program	Total Allocation	Expended thru 04/30/23	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/23
Adult									
PY21 6/23	10,310	92,792	103,102	103,102	0	100%	0	100%	
FY22 6/23	48,593	437,338	485,931	477,054	8,877	98%	2,232	99%	6,645
PY22 6/24	9,336	84,025	93,361	84,025	9,336	90%	0	90%	
FY23 6/24	41,722	375,495	417,217	126,062	291,155	30%	151,900	67%	
FY22 Transfer 6/23	0	100,000	100,000	100,000	0	100%	0	100%	
	109,961	1,089,650	1,199,611	890,243	309,368	74%	154,132		6,645
Youth									
PY21 6/23	56,391	507,515	563,906	524,966	38,940	93%	2,200	93%	36,740
PY22 6/24	49,290	443,613	492,903	0	492,903	0%	0	0%	
PY20 Recaptured 6/23	0	200,000	200,000	135,022	64,978	68%	39,380		25,598
	105,681	1,151,128	1,256,809	659,988	596,821	53%	41,580		62,338
Dislocated Worker									
PY21 6/23	16,480	148,326	164,806	164,806	0	100%	0	100%	
FY22 6/23	62,700	464,304	527,004	521,487	5,517	99%	2,627	99%	2,890
PY22 6/24	13,943	125,484	139,427	41,711	97,716	30%	57,503	71%	
FY23 6/24	49,526	445,735	495,261	0	495,261	0%	0	0%	
FY21 Recaptured 6/23	0	200,000	200,000	200,000	0	100%	0		0
	142,649	1,383,849	1,526,498	928,004	598,494	61%	60,130		2,890
DDWG Covid 12/22	203,298	2,079,686	2,282,984	2,106,474	176,510	92%		92%	
DDWG Hur Ida 8/23	38,000	342,000	380,000	205,789	174,211	54%	174,211		
Grand Total	599,589	6,046,313	6,645,902	4,790,498	1,855,404		430,053		
AARP Grant 12/23	11,500	73,500	85,000	18,832	66,168	22%		22%	

PY 21 - Program Year 2021 - Funds available July 1, 2021, expires on June 30, 2023
FY 22 - Fiscal Year 2022 - Funds available October 1, 2021, expires on June 30, 2023
PY22 - Program Year 2022- Funds available July 1, 2022, expires on June 30, 2024
FY23 - Fiscal Year 2023-Funds available October 1, 2022, expires on June 30, 2024
DDWG - Covid Emergency Grant - Funds available July 1, 2020, expires on December 31, 2022
DDWG - Hurricane Ida - Emergency Grant - Funds available August 26, 2021, expires on August 25, 2023

FIRST PLANNING DISTRICT CONSORTIUM

WORKFORCE DEVELOPMENT BOARD

Date _____

Location _____

Sign-in Sheet

1	Chris Abadie	26	
2	Mindy Nunez Airhart	27	
3	Floyd Baker	28	
4	Charlene Bonck	29	
5	Ellis Bourque	30	
6	Timothy Bradbury	31	
7	Dr. James Carlson	32	Melissa Kirsch
8	Lacey Dugas	33	Dave Maziarz
9	Stephanie Dupepe	34	Bryan Moore
10	Keith Espadron	35	Stacie Chitwood
11	Ross Gares	36	Mike Stedem
12	Michelle Hebert	37	
13	Bill Henley	38	Guests:
14	Adriana Kriesen	39	
15	David Kaufmann, Jr.	40	
16	Chiquita Lattimore	41	
17	Rachel Mackey	42	
18	Mark Pisani	43	
19	Stephen Price	44	
20	Jerry Repka, II	45	
21	Alan Thriffiley	46	
22	Lenny Unbehagen	47	
23	Runiaja Vicksbrown	48	
24		49	
25		50	

**FIRST PLANNING DISTRICT
WORKFORCE DEVELOPMENT BOARD
TWO-YEAR BUDGET
JULY 1, 2022 THROUGH JUNE 30, 2024**

REVISION #2 - MAY 24, 2023

Total Funds available through June 2024	PROGRAM	ADMINISTRATIVE	AMEND Prog	AMEND	TOTAL
Total Carryover Funds	\$ 408,916	\$ 162,639			\$ 571,555
New Allocation 2022/24	\$ 1,474,352	\$ 163,817			\$ 1,638,169
PY20 Youth & FY21 DW RECAPTURED	\$ 400,000	\$ -			\$ 400,000
DDWG COVID	\$ 651,482	\$ 138,636			\$ 790,118
DDWG IDA	\$ 339,741	\$ 38,000			\$ 377,741
AARP	\$ 73,500	\$ 11,500			\$ 85,000
GRAND TOTAL	\$ 3,347,991	\$ 514,592	\$ -	\$ -	\$ 3,862,583

EXPENDITURE LINE ITEMS	ANNUAL BUDGET		CHANGE 5/2023		REVISED ANNUAL		RESERVE		ALL YEARS GRAND TOTALS
	July 1, 2022 – June 30, 2023				July 1, 2022 – June 30, 2023		July 1, 2023 - June 30, 2024		
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	
Staff Salaries/Fringe incl. DDWG	774,449	241,414			774,449	241,414		196,028	1,211,891
System Operator	54,000	19,300			54,000	19,300			73,300
Travel/Mileage	7,400	600	2,600	200	10,000	800			10,800
Conference/Meetings	2,000	4,000		(2,400)	2,000	1,600			3,600
Unemployment Insurance	0				0	0			0
Staff Drug Screen/new hire	400	200			400	200			600
Accounting Services		6,500			0	6,500			6,500
Supplies	5,000	2,500	2,000	1,500	7,000	4,000			11,000
Furniture/Equipment	4,000	2,000			4,000	2,000			6,000
Rent	15,000	4,800	800	(500)	15,800	4,300			20,100
Repairs/Maintenance	1,600	1,000			1,600	1,000			2,600
Telephone/Internet	10,000	4,000		(500)	10,000	3,500			13,500
Insurance (GL/Cobra/Surety Bond)	1,100	6,500			1,100	6,500			7,600
Licensing Fees/Assessments	11,800	1,200	(2,400)		9,400	1,200			10,600
Postage	200	1,000			200	1,000			1,200
Advertisement	370	800		700	370	1,500			1,870
Outreach	13,500	1,000	(8,000)		5,500	1,000			6,500
Professional Development – Staff	2,800	500		1,000	2,800	1,500			4,300
Professional Dues	1,960	2,000			1,960	2,000			3,960
Auto (Gas/Maint/Insurance)	3,490	7,750	5,000		8,490	7,750			16,240
Training & Support - Participants	1,299,183		(299,000)		1,000,183	0	499,000		1,499,183
Disaster - COVID	548,023				548,023	0			548,023
Disaster - IDA	318,216				318,216	0			318,216
AARP	73,500	11,500			73,500	11,500			85,000
SUBTOTAL	3,147,991	318,564	(299,000)	0	2,848,991	318,564	499,000	196,028	3,862,583

Submitted By:

 Melissa Kirsch, WDB Executive Director

Approved by the Workforce Development Board on May 24, 2023

 Alan Thriffley, Chairman

**MODIFICATION TO
2021-2024 REGIONAL / LOCAL PLAN
May 24th, 2023 Board Meeting
Agenda Item #8**

RECOMMENDED ACTION:

1. Approve the Modification of the 2021-2024 Regional / Local Strategic Plan based on requirements of WIOA law to update plans midway through the 4 year period.

BACKGROUND INFORMATION:

- WIOA requires local boards to develop a Regional / Local Strategic plan every 4 years and provide updates after 2 years
- The Strategic Plan provides economic data and analysis for the local area, as well as identifies strategic partnerships, goals, objectives, and describes how services are provided to both employers and job seekers
- The Board approved the 2021-2024 plan at the November 18th, 2020 board meeting
- Focus and Goals remain the same and include:
 - ▶ Business Engagement
 - ▶ Partnership Development
 - ▶ Quality and Effective Center Services
- The following updates were made to the Plan in February of 2023 and was put out for Public Comment for the required thirty-day period (No comments received)
 - ▶ Data charts in both the Regional and Local plan
 - ▶ Recovery phase of the Covid Pandemic
 - ▶ Additional partner services at the Comprehensive Center – Part-time Adult Education Classes
 - ▶ New Grant from AARP to assist the 50+ population with re-employment activities
 - ▶ Additional part-time Center Services location at United Way Prosperity Center in Covington (1 day a week)
 - ▶ Healthcare Sector Initiative partnership underway to better assist industry with workforce challenges
 - ▶ Continued success with Workforce Roundtable Partnership initiative (includes Workforce, Economic Development, Post Secondary Education, and K-12 Education)
 - ▶ Increase in creative and effective partnerships
 - Job's for America's Graduates program with NTCC
 - Financial Literacy Training for community with United Way
 - Youth Summer Activities with CSBG, Nunez, NTCC, Voc Rehab, Plaquemines Government
 - ▶ Increased referrals from partner agencies: CSBG, Vocational Rehab, Re-Entry and Veterans
 - ▶ Covid crisis gave an opportunity to broaden and expand outreach through virtual service delivery
 - ▶ New goal to increase On-the-Job Training contracts to pre-pandemic levels

**RENEWAL OF
PARTNER MOU and INFRASTRUCTURE FUNDING AGREEMENT
May 24th, 2023 Board Meeting
Agenda Item #9**

RECOMMENDED ACTION:

1. Approve the updated Memorandum of Understanding (MOU) with the Workforce System Partners which establishes a cooperative working relationship between the parties and defines respective roles and responsibilities.
2. Approve the updated Infrastructure Funding Agreement (IFA) which sets forth the cost allocation for the comprehensive Center and determines each partner’s fair share contribution.

BACKGROUND INFORMATION:

1. WIOA mandates that specific federal, state, and local agencies formally partner with the local WDB’s to bring together workforce development, education and other services in a seamless, customer-focused service delivery network that aligns investments and activities and enhances access to partner programs with the goal of improving long-term employment outcomes for individuals receiving assistance.

WIOA requires each local Workforce Board to enter into an MOU with the following mandatory and core partners: Adult Education, Wagner Peyser, Veterans Employment Program, Trade Adjustment Assistance, Vocational Rehabilitation, Carl Perkins Career Technical Education Program, Community Services Block Grant Programs, Housing and Urban Development Programs, Unemployment Insurance Programs, Temporary Assistance for Needy Families (TANF), Title V Senior Worker Program and National Farmworkers Jobs Program.

The MOU establishes a framework for a mutually beneficial relationship among partners in order to reduce redundancy, increase cost efficiency, and continuously improve services to “system customers”. The MOU identifies the roles and responsibilities of the partners for implementation of a functional, integrated service delivery system.

2. WIOA also mandates the development of an IFA between the mandated and core partners. The FPD has used standard cost allocation procedures of proportionate allocation based on the in-house staffing levels for each participating partner, as well as the relative benefit received by those partners not housed in the Center. The IFA will be reviewed by all participating partners and reconciled on a bi-annual basis. The total annual budget is \$124,0577 and includes: rent, telephone, internet, supplies, and a resource room staff person.

Approximate annual share by partner:

WIOA	\$43,910	TANF	\$ 825	HUD	\$ 412
Wagner Peyser	\$39,868	CSBG	\$ 1,031	Sr. Worker	\$ 206
Voc Rehab	\$23,6460	Adult Ed	\$ 2,581	NFJP	\$ 0
Veterans	\$ 4,811	Carl Perkins	\$ 413	TAA	\$ 0
Unemployment	\$ 6,354				

**RENEWAL OF
ONE-STOP OPERATOR AGREEMENT
FOR ADDITIONAL YEAR
May 24th, 2023 Full Board Meeting
Agenda Item #10**

RECOMMENDED ACTION:

1. Approve the renewal of the contract with Castles of Dreams for the provision of the One Stop Operator role based on successful performance and meeting/exceeding of all benchmarks/deliverables. A one-year extension is being recommended based on a positive annual review of performance. The annual budget of \$54,000 to remain the same.
2. Approve the recommended Year Three Deliverables as presented in the attached document.

BACKGROUND INFORMATION:

- WIOA required local boards to utilize a competitive procurement process to select a One-Stop Operator for the local area. At a minimum, the operator must coordinate the service delivery of required one-stop partners and service providers. Additional roles may be established, including coordinating service providers across the system, providing some or all of the services within the center, or coordinating service delivery in a multi-center area.
- The FPD Workforce Board approved and entered into a contract with Castles of Dreams in July of 2021. The contract was renewed for year two which ends on June 30th, 2023.
- The Executive Committee reviewed the performance of Castles of Dreams at its May 11th, 2023 committee meeting. A copy of the Performance Review is attached herein. The Contractor met all and exceeded most benchmarks established by the Board for year two.
- If approved, the Contract extension will begin July 1, 2023 and go through June 30th, 2024 based on positive annual performance reviews.
- Federal law requires the procurement of the One-Stop Operator to be conducted every four years.

Year Three Deliverables

1. Establish and maintain key relationships with workforce partners through regular outreach and contact
2. Develop an in-depth understanding of the partner programs, services, and performance requirements
3. Coordinate regular quarterly Partner meetings, including
 - a. creating the agenda
 - b. identifying and scheduling guest speakers (when applicable)
 - c. communicating effectively to maintain partner participation
 - d. lead and facilitate meetings with a goal toward consensus building
 - e. complete tasks assigned at meetings, as well as holding partners accountable for assigned tasks, and/or follow-up as necessary
4. Plan and ensure cross training of staff for core and mandated partner programs on a variety of topics as identified by partners
5. Implement strategies to improve information sharing among partner programs
6. Serve as a “Point of Contact” to facilitate communication among partner agencies
7. Coordinate with partners, the implementation of quality and continuous improvement principles within the system, including streamlining services and minimizing duplication
8. Assist the Board in ensuring partners are fulfilling responsibilities as outlined in the MOU/IFA, including the provision of providing meaningful access to partner services within the Tri-Parish Works Career Centers
9. Promote adoption of creative and innovative methods and best practices in the delivery of the required services
10. Participate in regular meetings with the WDB Executive Director to review contract terms, processes, and progress towards benchmarks

**ONE-STOP OPERATOR AGREEMENT
PERFORMANCE REVIEW - YEAR 2
July 1, 2022 THROUGH June 30, 2023**

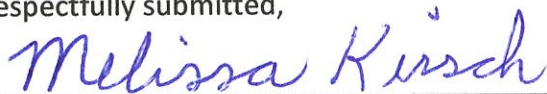
Scoring Matrix: E: Exceeds Expectations M: Meets Expectations N: Needs Improvement U: Unsatisfactory

Deliverable	Score	Deliverable	Score
1. Establishing & maintaining key relationships with workforce partners	E	7. Coordinate with partners, the implementation of quality and continuous improvement principles within the system	E
2. Develop an in-depth understanding of the partner programs, services, and performance requirements	E	8. Assist in the development of a referral process for services among partners	M
3. Coordinate regular partner meetings	E	9. Assist the Board in ensuring partners are fulfilling responsibilities outlined in the MOU	M
4. Plan and ensure cross-training of staff for core and mandated partner programs on a variety of topics as identified by partners	E	10. Promote adoption of creative and innovative methods and best practices in the delivery of the required services	E
5. Implement strategies to improve information sharing among partner programs	M	11. Participate in regular meetings with the Exec. Director to review processes and progress towards benchmarks	E
6. Serve as a "Point of Contact" to facilitate communication among partner agencies	E		

Recommend renewing this agreement for another annual term of July 1, 2023 through June 30, 2024.

Mr. Moore has been extremely effective in his role as One-Stop Operator. The partners trust and work well with him. He was successful in bringing Adult Education into the Comprehensive Center on a part-time basis. He continues to help us move the needle in a positive direction for our workforce system partnership. He has also provided excellent training to our DCFS, Adult Education and Carl Perkins partners to help them better understand the interconnectivity and roles of each partner within the system. Mr. Moore has used his extensive knowledge in WIOA to share different ideas for creating effective partnerships.

Respectfully submitted,



Melissa Kirsch, WDB Executive Director

May 24, 2023

**REVIEW AND APPROVAL
SUMMER YOUTH PROGRAM AGREEMENTS
May 24th, 2023 Board Meeting
Agenda Item #11**

RECOMMENDED ACTION:

1. Approve the following summer youth program agreements:

- ▶ **Northshore Technical Community College – Summer Youth Career Exploration Academy**
\$18,440 Tuition and supplies
\$570 per day for 32 days and \$200 in supply costs
Number of participants to serve – 40
2 – 4-week sessions with 20 students each

The Career Exploration Academy will assist youth adults with the guidance, exposure, and opportunity to gain a deeper understanding of high-demand, high-skill, high-wage career pathways. Students will participate in hands-on, intensive career exploration activities of approximately 14 occupations through classroom-based, lab, simulation, and field trips to worksites. In addition, they will meet and learn directly from local employers through a series of “lunch and learn” workshops.

Other costs associated with this project (\$50,000), but paid directly by FPD include:

- Online work readiness component
- Career Academy Coach/Mentor
- Food for lunch and learns
- Incentives for participation and completion
- Transportation for field trips

The St. Tammany Community Action Agency will contribute \$20,000 to support this project.

- ▶ **Nunez Community College**
\$4,250 - Welding Oyster Reef Project – 5 participants @ \$850 tuition costs
FPD will cover an additional \$8,750 for paid work experience activities
Participants will receive hands-on welding instruction while building oyster reefs to be placed in the marshlands of St. Bernard to assist in coastal restoration efforts.

\$23,613 EMT Summer Youth Training Project –15 participants @ \$1,574 tuition / lab fees
An additional \$630 per participant will be paid directly by FPD and cover uniforms, books, physicals, drug screens and background checks. This program is targeting high school graduates in St. Bernard and Plaquemines parishes who completed the Emergency Medical Response courses through dual enrollment at Nunez. They will receive 140 hours of training over 8 weeks, and upon successful completion, will be able to sit for the National Registry Exam. Once NREMT is passed, they are certified to work on an ambulance, in hospitals or continue training to be a Paramedic.

**RETROACTIVE APPROVAL OF
COOPERATIVE ENDEAVOR AGREEMENT WITH
ST. TAMMANY DEVELOPMENT DISTRICT
FOR EMERGENCY FINANCIAL MANAGEMENT ASSISTANCE
May 24th, 2023 Full Board Meeting
Agenda Item #12**

RECOMMENDED ACTION:

1. Approve retroactively the emergency procurement and subsequent CEA with St. Tammany Development District for the provision of professional services through a qualified staff person to perform the functions of the Fiscal Manager for FPD. The CEA effective dates are April 21st, 2023 through June 30th, 2024 for a total of \$89,307.

BACKGROUND INFORMATION:

- The FPD Administrative Office lost over 60 years of combined experience in the early months of 2021 with the retirement of both the Fiscal Manager and Program Liaison. These positions are a critical component of the operations to ensure accountability both financially and within the WIOA law. Both positions were replaced. Significant training was provided through an addition to the One-Stop Operator contractor, utilizing the former Program Liaison staff person on a part-time basis. After a year on the job, the new Fiscal Manager gave a month's notice of her resignation. An immediate search for a new candidate ensued and 4 applicants were interviewed. A new Fiscal Manager was hired in February 2022. Unfortunately, the individual resigned after eight days on the job. It was determined that the other three candidates would not be a good fit for the position.
- This left the FPD in an emergency situation as there was no adequate backup for the Fiscal Manager since the Program Liaison had not yet learned the functions of this position.
- The Executive Director met with the Assistant CFO for the Grant Recipient (St. Bernard Parish Government) to request assistance, however, due to their own significant challenges of being short-staffed and with the recent loss of the CFO, they were not in a position to take on any of the financial duties and suggested contracting with another agency for these services.
- St. Tammany Parish Development District was willing to assist FPD, and with concurrence from the Board Chairman, the Executive Director entered into a CEA for the provision of financial services to ensure the agency could continue to operate effectively and in alignment with governmental regulations.
- It also allows the Workforce Board, Grant Recipient and Executive Director the time needed to evaluate and determine the best course of action going forward to ensure this type of crisis does not reoccur. Many options are on the table for consideration. Time is needed to explore these thoroughly in order to make the best decision for the future of the organization.

**EXECUTIVE DIRECTOR
BOARD REPORT
January through April 2023**

The first four months of 2023 were a very hectic time with multiple staffing issues, including the loss of our Fiscal Manager (one year on the job) and her replacement (7 days on the job), as well as the loss of our invaluable Director of Operations, Jennifer Barnett. In addition, much time has been spent updating multiple documents that are due to the State and/or expiring and included: regional/local strategic plan, the System Partners’ Memorandum of Understanding and Infrastructure Funding Agreement, Board Certification and the Multi-Jurisdictional Agreement. I have spent more time in the Centers to ensure a smooth transition with the Director of Operations exit.

January

EVENT	WHO	PURPOSE	OUTCOME
Event 01/09	St. Tammany School System	7 th grade Career Exploration presentation to Parents and Students	Assist parents and students in beginning to think about potential career opportunities
Meeting 01/12	One-Stop Operator, Bryan Moore	Discuss upcoming Partners meeting and strategize on next priorities	Planned agenda for meeting and identified priorities moving forward
Meeting 01/19	Executive Committee	Committee meeting to plan agenda for full board meeting/retreat	
Meeting 01/23	Workforce System Partners	Quarterly Partners Meeting	Provide updates, discuss more effective referrals
Meeting 01/24	St. Tammany Corp, NTCC, Healthcare employers	Healthscape Sector Partnership initiative	Updates from healthcare study and potential grant opportunities
Meeting 01/25	NTCC, K-12, St. Tammany Corp.	Regular meeting of the Workforce Roundtable	Provide updates on current and future activities and discuss common projects/issues

February

EVENT	WHO	PURPOSE	OUTCOME
Event 02/03	Statewide post-secondary and K-12 partners	Community & Technical Education Summit	Listened to presentations and participated in discussions regarding CTE in Louisiana
Presentation 02/07	K-12 staff across Louisiana	Louisiana ACT Summit	Gave a joint presentation with NTCC regarding our Summer Career Exploration Academy

FIRST PLANNING DISTRICT

WORKFORCE DEVELOPMENT BOARD

Event 02/08	Multiple Employers and high school youth	St. Tammany School System Career Expo	Manned Tri-Parish Works booth and visited with employers and youth
Event 02/14	US Dept of Labor staff and workforce professionals	Virtual Training Event sponsored by USDOL	Participated in various sessions regarding financial management for WIOA programs
Meeting 02/15	Workforce Board members	Meeting / Retreat	
Meeting 02/15	NTCC, K-12, St. Tammany Corp.	Regular meeting of the Workforce Roundtable Partnership	Provide updates on current and future activities and discuss common projects/issues
Event 02/16	US Dept of Labor staff and workforce professionals	Virtual Training Event sponsored by USDOL	Participated in various sessions regarding financial management for WIOA programs
Meeting 02/23	LWC leadership	Current program year Performance Negotiations	Negotiations successful and agreement made

March

EVENT	WHO	PURPOSE	OUTCOME
Meeting 03/02	LWC CFO, Benny Soulier	Get input on options for our financial operations	Brainstorm and discussed multiple options for ensuring quality financial operations going forward
Meeting 03/06	One-Stop Operator, Bryan Moore	Discuss updating of MOU / IFA and next steps with Partners	Determined steps for moving forward to assist port with sector strategies
Meeting 03/07	St. Tammany Corp, NTCC, Healthcare employers	Healthscape Sector Partnership initiative	Continued discussion on meeting goals
Meeting 03/13	Monty Sullivan, LCTCS President	Discuss his recent testimony before congressional Education and Labor Committee	Renewed commitment to partnership development with local boards across state
Meeting 03/15	Bryan Moore and other Workforce Bd Directors	Brainstorming session regarding Infrastructure Funding Agreements	Assist in the preparation for updating IFA
Meeting 03/21 – 03/23	LWC Monitors	On-site monitoring visit for Fiscal Year 2021	Provided monitors with requested documentation and answered questions regarding program operations
Meeting 03/30	One-Stop Operator, Bryan Moore	Continued discussion on Partner inclusion in the Comprehensive Center and improving referrals	On-going work to improve partnership development

April

EVENT	WHO	PURPOSE	OUTCOME
Meeting 04/10	Keith Hinkley, Plaquemines Parish President	Meet and Greet and Introduction to Tri-Parish Works	Successful first meeting with new Parish President
Presentation 04/11	Community Action Agency staff from across state	Presentation to Assoc of Community Action Partnership	Well received presentation re improving partnerships between workforce and CAP
Meeting 04/12	Workforce Investment Council Board	Attend WIC meeting	
Meeting 04/18	Regional community college and K-12 partners	Quarterly Carl Perkins Partner meeting	Provide updates, discuss common goals / issues
Event 04/19	NTCC	Marine Services Technician Graduation ceremony	Participated in the graduation and presented first set of tools to graduates
Meeting 04/20	St. Tammany Corp. board members	St. Tammany Corp. Board of Directors mtg – agenda item to approve CEA	Presented on CEA between agencies re Fiscal management
Meeting 04/25	One-Stop Operator and Partners – La Rehab Serv, Comm Action Agency, LWC & Tri-Parish Works	Meeting with internal partner agencies to discuss refresh after covid pandemic	Successful meeting to introduce interim Dir of Operations for TPW and reinvigorate partner activities
Meeting 04/26	NTCC, K-12, St. Tammany Corp.	Regular meeting of the Workforce Roundtable Partnership	Provide updates on current and future activities and discuss common projects/issues

**ONE-STOP OPERATOR
REPORT TO BOARD
January thru March 2023**

The first quarter of 2023 included several meetings with workforce partners in the Tri-parish area. This quarterly report highlights and summarizes some of the meetings, events and activities that took place during this timeframe.

EVENTS/ACTIVITIES	WHO	PURPOSE	OUTCOME
January 2023			
1:1 Meetings with MOU Partners	Tri-parish Works, MOU Partners, OSO	To begin discussions regarding the updating of existing MOU and IFA, as required under WIOA	Draft MOU created, with attachments, for review. Comments, and editing by each MOU partner
1:1 Meetings with MOU Partners	Tri-parish Works, Adult Education, OSO	To discuss possible co-location of Adult Education classes at Comprehensive AJC	Partners agreed to move forward with plans. Space has been identified. Adult Ed. In process of recruiting instructor
1:1 Meetings with Executive Director, FPD	OSO, Executive Director	To provide updates on workforce related activities of partners and strategize on efforts to improve MOU/IFA to reduce unintended challenges for partners to meet requirements via noncash contributions	IFA will be revised to determine "fair share" costs of each partner consistent with WIOA and federal guidance; partners will determine whether allowable noncash services/assistance is available
MOU Partner Meeting Preparation	OSO, FPD Executive Director	To develop disseminate agenda to MOU partners prior to meeting	MOU Partner meeting agenda developed and disseminated to partners
MOU partner meeting	OSO-MOU partners of FPD	To obtain partner updates and provide updates regarding public workforce system, status WIOA re-authorization, partner referrals, and success stories	Partners provided updates regarding their program services and activities; E.D. and OSO updated partners on WIOA reauthorization and other legislative and policy updates impacting the public workforce system
DCFS Prep Meeting	OSO	Review material provided by DCFS federal consultant prior to meeting	Participated in DCFS consultants' Technical Assistance Training regarding SNAP E&T program requirements. and referral process. Learned about "best practices" in other states.
MOU partner meeting debrief	OSO, FPD E.D.	To assess outcomes of meeting and discuss next steps in MOU updates; process improvements opportunities sought	Honest assessment of meeting resulted in better ideas on how to get more partners to actively participate in meeting discussions

EVENTS/ACTIVITIES February 2023	WHO	PURPOSE	OUTCOME
Meeting with OWD Leadership	OSO, OWD Leadership	Request increased participation from key workforce programs administered by OWD during MOU partner meetings	Commitment to have representation at future MOU partner meetings
Follow-up meeting with Adult Ed and TPW regarding co-location	Tri-parish Works!, Adult. Ed., OSO	Receive updates from Adult Ed and Tri-parish works on status of co-location project	Space identified and accepted; Instructor identified, interviewed, offer made
1:1 meeting with Executive Director	OSO, Executive Director	Share updates regarding partner activities, legislative and policy updates from Congress, Louisiana Legislature, LWC and USDOL; staffing issues	Clear insight on current state of the local workforce system, state workforce system, WIOA updates, and partner referral processes to improve
MOU edits	OSO	Provide MOU partners with an updated draft of the MOU for review, edits, and approval	Comments received from 3 MOU partners to date.
Review and analysis of congressional testimony	OSO	Share thoughts on testimony of witnesses testifying at House Education and Workforce Committee regarding reauthorization of WIOA	Comprehensive analysis to Executive Director in preparation of meeting with one of the congressional witnesses for clarity
EVENTS/ACTIVITIES March 2023	WHO	PURPOSE	OUTCOME
Meetings with OWD	OSO, OWD leadership	Improve relationships with OWD as an MOU partner, which is different role than oversight, technical assistance and monitoring as the State workforce agency	Continued commitment to make concerted efforts to improve "partnership."
1:1 meeting with Adult Education regarding co-location	OSO, Adult Education	Get update on recruitment and hiring of instructor	Instructor to begin classes Summer (May/June)2023
1:1 meeting with FPD Executive Director	OSO, E.D.	Regular monthly follow-up meetings to identify / resolve issues quickly and effectively; provide guidance /support regarding personnel issues that must be addressed	Very productive meeting with concrete plans to address attrition and succession within the Tri-parish Works structure.
Communications with partners regarding MOU updates	OSO	Remind partners of review and updates that must be made within the deadline in order to complete the MOU update process timely.	Partners notified. Slow to respond.
Attended NAWB Conference	OSO (expenses associated with travel not paid by FPD)	Participate in annual national conference of organization noted for local workforce system advocacy	Several plenary sessions and workshops with invaluable information / best practices shared by workforce boards attending conference in Washington, D.C.; meet with legislative staff of Louisiana Congressmen