

November 10, 2020

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, November 18th, 2020 at 8:30 a.m.** This meeting will be held virtually via Zoom due to the COVID-19 crisis. Use the following link to participate in the meeting:

<https://us02web.zoom.us/j/87146484112?pwd=N0ZVY0N1NFRwVHJyVkNwYTcrSGtNUT09>

Meeting ID: 871 4648 4112

Password: 688655

If dialing in, call 1-646-558-8656 (One tap mobile)

AGENDA:

1. Call to order..... Alan Thriffiley, Chairman
2. Welcome and Introductions.....Chairman Thriffiley (5 minutes)
3. Invocation.....Melissa Kirsch
4. Approval of September 23rd, 2020 meeting minutes (Action Item).....Chairman Thriffiley (5 minutes)
5. Comments from the Chairman.....Chairman Thriffiley (5 minutes)
6. Review of Expenditure and Operation Reports through October 2020.....Alan Thriffiley (15 minutes)
7. Review and Approval of Regional and Local Plan (Action Item).....Melissa Kirsch (10 minutes)
8. Review and Approval of Budget Modification to include New Position for
Administration Office (Action Item).....Melissa Kirsch (10 minutes)
9. Review and Approval of Negotiated Performance Measures (Action Item).....Melissa Kirsch (5 minutes)
10. Review and Discussion on Strategic Work for Committees.....Alan Thriffiley (15 minutes)
11. Update and discussion on current initiatives.....Melissa Kirsch (10 minutes)
12. Updates from One-Stop Operator.....Jennifer Barnett (10 minutes)
13. Other Business
14. Public Comment Period


Alan Thriffiley, Chairman *MBK*



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Serving Plaquemines, St. Bernard & St. Tammany Parishes

PUBLIC MEETING NOTICE AND CERTIFICATION TO HOLD VIDEO CONFERENCE MEETING

In accordance with Executive Proclamations JBE 2020-30 and 2020-58 issued by Governor John Bel Edwards on May 14, 2020, this notice shall serve as a certification of the First Planning District Workforce Development Board's inability to otherwise operate in accordance with the Louisiana Open Meetings Law due to a lack of a quorum as a result of the COVID-19 public health emergency.

Pursuant to Section 4 of JBE 2020-30, the First Planning District Workforce Development Board will provide for attendance at its essential meeting on November 18th, 2020, via video conference because it is unable to obtain a quorum (12 members). In addition, under Executive Order JBE 2020-58 Governor Edwards ordered the continuation of social distancing, as well as limiting occupancy to 50% of total facility capacity. Furthermore, the public buildings where the First Planning District holds its meetings remain closed to the general public. It is essential for the First Planning District Workforce Development Board to meet and conduct essential business as stipulated in its governing rules under the Workforce Innovation and Opportunity Law.

Considering the foregoing, and in accordance with the above-mentioned Proclamations, the First Planning District Workforce Development Board will conduct business for their regularly scheduled bi-monthly meeting on Wednesday, November 18th, 2020 at 8:30 a.m. via video conference and in a manner that allows for observations and input by members of the public, as set forth below.

The Workforce Board will utilize the online platform Zoom to livestream the meeting. The livestream will be available for viewing at the following link

<https://us02web.zoom.us/j/87146484112?pwd=NOZVY0N1NFRwVHJyVkNwYTcrSGtNUT09>

(Meeting ID: 871 4648 4112, Passcode: 688655) beginning at 8:30 a.m. on Wednesday, November 18th, 2020. The agenda packet is available at www.triparishworks.net along with the link to connect to the meeting.

Public comment may be provided during the appropriate time of the meeting through the livestream link or may be emailed to the Executive Director at firstplanning@bellsouth.net no later than noon on Tuesday, November 17th, 2020. The Executive Director will read all comments submitted by email into the record in reference to the relevant agenda item.

For questions regarding the virtual meeting of the First Planning District Workforce Development Board, please call the Executive Director at 985-875-9275.

ALAN V. THRIFFILEY, SR., BOARD CHAIRMAN

Notice posted at: Tri-Parish Works webpage -www.triparishworks.net
317 North Jefferson Avenue, Covington, LA
420 Old Spanish Trail, Slidell, LA
3700 LaFontaine Street, Chalmette, LA

FIRST PLANNING DISTRICT CONSORTIUM

WORKFORCE DEVELOPMENT BOARD

Date Wednesday, November 18, 2020

Location Zoom

Sign-in Sheet

1	Chris Abadie	<i>Chris Abadie</i>	26
2	Mindy Nunez Airhart	<i>Mindy Nunez</i>	27
3	Floyd Baker	<i>Floyd Baker</i>	28
4	Charlene Bonck	<i>Charlene Bonck</i>	29
5	Ellis Bourque		30
6	Dr. James Carlson		31
7	Stephanie Dupepe	<i>Stephanie Dupepe</i>	32
8	Keith Espadron	<i>Keith Espadron</i>	33
9	Debbie Green		34
10	Adriana Kriesen		35
11	Rachel Mackey	<i>Rachel Mackey</i>	36
12	Ron Newson		37
13	Mark Pisani	<i>Mark Pisani</i>	38
14	Steve Price	<i>Steve Price</i>	39
15	Jerry Repka, II	<i>Jerry Repka</i>	40
16	Stacey Retzlaff	<i>Stacey Retzlaff</i>	41
17	Mike Stedem	<i>Mike Stedem</i>	42
18	Alan Thriffley	<i>Alan Thriffley</i>	43
19	Lenny Unbehagen	<i>Lenny Unbehagen</i>	44
20	Allison Zinskie	<i>Allison Zinskie</i>	45
21	John Zollinger	<i>John Zollinger</i>	46
22			47
23			48
24			49
25			50

Melissa Kirsch

Melissa Kirsch

Dianne Wilson

Dianne Wilson

Jennifer Barnett, GoTo Strategies

Jennifer Barnett

Guests:

WEDNESDAY, SEPTEMBER 23RD, 2020 MEETING MINUTES

The First Planning District Workforce Development Board meeting was held on Wednesday, September 23rd, 2020 at 8:30 a.m., using Zoom Virtual Technology due to the ongoing COVID-19 crisis. The meeting was held in compliance with an Emergency Resolution issued by Governor John Bel Edwards.

1. **CALL TO ORDER:** The meeting was called to order at 8:36 a.m. by Chairman Alan Thriffiley. A roll call was conducted and a quorum declared.

MEMBERS PRESENT—Alan Thriffiley, Chris Abadie, Mindy Nunez-Airhart, Floyd Baker, Ellis Bourque, Stephanie Dupepe, Keith Espadron, Debbie Green, Adriana Kriesen, Rachel Mackey, Mark Pisani, Mike Stedem, Lenny Unbehagen and John Zollinger.

Others in attendance were: Melissa Kirsch, Executive Director and Jennifer Barnett, One-Stop Operator.

2. **WELCOME AND INTRODUCTIONS:** Chairman Thriffiley welcomed all members and thanked them for joining the virtual meeting. He also introduced the newest board member, Keith Espadron, who shared a little about himself to the group.
3. **INVOCATION:** Chairman Thriffiley recognized Ms. Kirsch to give an invocation.
4. **APPROVAL OF MINUTES:** The Chairman asked the members to refer to the July 22nd meeting minutes which were sent out the week prior and included in the meeting packet. Motion was made by Mr. Stedem and seconded by Mr. Zollinger to accept the minutes as presented. Vote taken; motion passed unanimously with no abstentions noted.
5. **COMMENTS FROM CHAIRMAN:** Chairman Thriffiley shared with the members the hard work that had been undertaken since the last full board meeting. He stated that the staff had been revamping the financial reports as well as creating a dashboard report that will be presented at the meeting in few minutes. The ultimate goal in the creation of these documents was to ensure a more simplistic and understandable snapshot for board members of the operations and financial status. He also hoped that through the development of these reports, meetings will be more streamlined and allow for less time focused on administrative items and more time for strategic conversations. He looked forward to feedback and comments from members after the unveiling of these new reports.
6. **REVIEW AND APPROVAL OF PROGRAM YEAR 2020-2022 BUDGET:** At this time, Chairman Thriffiley asked Ms. Kirsch to present the new program year budget to the board. Ms. Kirsch reviewed the budget with the members and referenced the format which actually accounts for all available funds for the two-year period. She also noted the addition of the Disaster Dislocated Worker

Grant funds that are also included in the budget and the reason for the significant increase in available funds. A few questions were asked and answered. Some board members expressed their satisfaction in the new format of the budget. The Chairman asked for a motion to accept the budget as presented. Mr. Stedem made the motion, seconded by Mr. Unbehagen and it carried unanimously with no abstentions.

7. **REVIEW AND DISCUSSION ON NEW EXPENDITURE AND OPERATION REPORTS:** Ms. Kirsch was again recognized to review with members the new financial and dashboard reports. She explained the Expenditure to Budget report as well as the Fund Utilization document. A few questions were asked and answered as well as positive feedback provided on both reports. One specific question by Mr. Zollinger was whether it was necessary to track expenditures by each line item in the budget. Ms. Kirsch clarified that expenditures are tracked to each line item and that can be provided to the Board at the bi-monthly meetings if that is requested. Discussion ensued with no decision being made. Ms. Kirsch next reviewed the dashboard report and indicated that all information would be updated and provided prior to each full board meeting. She reviewed the participant and employer counts as well as the unemployment rates and job openings by industry. Chairman Thriffley commented that the intent of the dashboard was to provide a snapshot of current operations and allow for board members to review prior to the meeting so that questions could be answered and strategic conversations could be had at the meeting. Discussion ensued and a few edits were suggested. Ms. Barnett suggested that the job listings table be shown by occupation rather than industry sector as it would provide a more accurate picture of where job openings exist. Positive feedback was provided by many board members on the new reports.
8. **REVIEW AND APPROVAL OF REVISED SUPPORTIVE SERVICES POLICY:** The revised Supportive Services policy was presented by Ms. Kirsch. She pointed out the changes made and reasons for the revision. A motion was made by Mr. Zollinger and seconded by Mr. Stedem to approve the revised Supportive Services policy as presented. A vote was taken and passed unanimously with no abstentions.
9. **UPDATES ON RECENT DIRECTIVES FROM LWC:** At this time, the Chairman asked Ms. Kirsch to provide a brief update on the various directives currently being worked on by the Executive Director. Ms. Kirsch mentioned plans were underway to put temporary workers onsite at multiple public agencies under the Disaster Dislocated Worker Grant. She also mentioned that she was working to complete the Board Re-Certification process, as well as finalizing the local plan which would be sent out to board members and partner agencies within the next few weeks for review and comment. She also shared that Performance negotiations would take place at the end of the week and she was still waiting on signatures from LWC on the Memorandum of Understanding and Infrastructure Funding Agreement. She hoped to receive those soon. Lastly, Ms. Kirsch reminded board members that it would soon be time to re-procure the One-Stop Operator and that the actual procurement will require approval at the November board meeting.
10. **UPDATE AND DISCUSSION ON CURRENT INITIATIVES:** Ms. Kirsch also referred to the one-pager in the meeting packet for updates on the various initiatives currently ongoing which include:

the Disaster Dislocated Worker grant, the Job's for America's Graduates program, the contract with United Way for Youth Services, the Outreach initiative and the renewal of the St. Tammany Corp. contract for leveraging of staff in serving the business community.

11. **UPDATES FROM ONE-STOP OPERATOR:** Ms. Barnett gave a brief update on Center operations in which she shared the following information:
- a re-launch of Youth initiatives is underway since moving into Phase 3 of the pandemic
 - scheduling all staff to participate in a national case management training program
 - re-connecting with partner agencies such as Community Action to better leverage available resources in serving participants
 - re-invigorating connections to the Re-Entry programs to provide transitional jobs for those individuals needing assistance
 - providing support to the technical and community colleges in their promotion of short-term certification training opportunities
 - exploring more partnerships in Plaquemines Parish to ensure a successful opening of the new Center and the ability to assist residents effectively

Chairman Thriffley thanked Ms. Barnett for her update and expressed his appreciation for her wealth of knowledge to the Board.

12. **OTHER BUSINESS:** Chairman Thriffley informed the members that the Executive Committee had recently conducted a review of staff salaries and approved a raise for the Executive Director, as well as granting approval to hire an Assistant to the Executive Director, as it is greatly needed. He also shared that the Louisiana Main Street Grant program for small businesses had some significant changes made to it and it may be worth some applying for the grant funding. Chairman Thriffley also stated that he would be participating in a Board Chairman Zoom meeting on September 25th.

Ms. Kirsch reminded board members that the next meeting was scheduled for Wednesday, November 18th at 8:30 am and there would be some very important items for discussion, such as: approval of the local/regional plan, as well as approval of the One-Stop Operator Procurement. She stated that Board members should be on the lookout for these documents to be sent out for review within the next few weeks.

Ms. Barnett shared one more update that she had forgotten to mention in her report. She shared that her team had recently expanded the Business Services team to include LWC, GNO, Inc. and the other regional boards. They are re-invigorating their coordinated efforts in serving businesses.

13. **PUBLIC COMMENT PERIOD:** At this time, the Chairman asked if there were any public comments. None were received. The meeting was adjourned at 9:42 a.m.

FPD WDB EXPENDITURES TO BUDGET REPORT

Through OCT 31, 2020

Budget Line Items	ANNUAL BUDGET July 2020 – June 2021	EXPENDITURES THROUGH 10/31/2020	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% w/ OBS	RESERVE FOR FUTURE YEAR 7/21 – 6/22
Tri-Parish Centers - Program								
Staff Salaries/Fringe	825,201	249,325	30.21%	575,876	0	575,876	30.21%	255,000
Operating Costs	264,359	56,604	21.41%	207,755	123,263	84,492	68.04%	42,100
Training & Support for Clients								
Plaquemines	201,306	2,937	1.46%	198,369	1,593	196,776	2.25%	89,000
St. Bernard	416,837	19,994	4.80%	396,843	80,586	316,257	24.13%	165,000
St. Tammany	912,821	299,121	32.77%	613,700	391,212	222,488	75.63%	216,755
St. Tammany Corp CEA	15,000	5,000	33.33%	10,000	10,000	0	100.00%	1,250
Other Misc. Program Inc.	150	150		0	0	0		0
Dislocated Worker Disaster Grant – Temporary Jobs								
Plaquemines	100,044	0	0	100,044	0	100,044	0.00%	0
St. Bernard	873,937	21,541	2.46%	852,396	0	852,396	2.46%	0
St. Tammany	855,705	3,653	0.43%	852,052	0	852,052	0.43%	0
Tri-Parish Sub Total	4,465,360	658,325	14.74%	3,807,035	606,654	3,200,381	10%	769,105
Administration Office								
Staff Salaries/Fringe	257,079	79,881	31.07%	177,198	0	177,198		278,879
Operating Costs	40,255	5,292	13.15%	34,963	0	34,963		38,099
Admin Sub Total	297,334	85,173	28.65%	212,161	0	212,161	28.65%	316,978
GRAND TOTALS								
	4,762,694	743,498	15.61%	4,019,196	606,654	3,412,542	28.35%	1,086,083

FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD
FUND UTILIZATION REPORT

Month ending OCT 31, 2020

	Admin	Program	Total Allocation	Expended thru 10-31-20	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/21
Adult									
*PY19 expires 6/21	10,198.00	91,791.00	101,989.00	101,989.00	0.00	100%			0
**FY 20 expires 6/21	54,371.00	489,342.00	543,713.00	365,279.00	178,434.00	67%	178,434.00	100%	0
***PY20 expires 6/22	11,556.00	104,003.00	115,559.00	0.00	115,559.00	0%	16,749.00	14%	
****FY21 expires 6/22	57,664.00	518,979.00	576,643.00	0.00	576,643.00	0%		0%	
	133,789.00	1,204,115.00	1,337,904.00	467,268.00	870,636.00	35%			
Youth									
*PY19 expires 6/21	61,253.00	551,281.00	612,534.00	216,108.00	396,426.00	35%	195,029.00	67%	201,397
***PY20 expires 6/22	66,805.00	601,241.00	668,046.00	0.00	668,046.00	0%		0%	
	128,058.00	1,152,522.00	1,280,580.00	216,108.00	1,064,472.00	17%			
Disl Wk									
*PY19 expires 6/21	15,923.00	143,310.00	159,233.00	159,233.00	0.00	100%		100%	0
**FY20 expires 6/21	67,502.00	607,522.00	675,024.00	332,017.00	343,007.00	49%	202,502.00	79%	140,505
***PY20 expires 6/22	16,130.00	145,172.00	161,302.00	0.00	161,302.00	0%		0%	
****FY21 expires 6/22	64,557.00	581,010.00	645,567.00	0.00	645,567.00	0%		0%	
	164,112.00	1,477,014.00	1,641,126.00	491,250.00	1,149,876.00	30%			
*****DWG expires 3/22	203,298.00	1,829,686.00	2,032,984.00	25,194.00	2,007,790.00	1%		1%	
Grand Total	629,257.00	5,663,337.00	6,292,594.00	1,199,820.00	5,092,774.00		592,714.00		341,902.00

*PY19 - Program Year 2019 - Funds available July 1, 2019, expires on June 30, 2021

**FY20 - Fiscal Year 2020 - Funds available October 1, 2019, expires on June 30, 2021

***PY20 - Program Year 2020 - Funds available July 1, 2020, expires on June 30, 2022

****FY 21 - Fiscal Year 2021 - Funds available October 1, 2020, expires on June 30, 2022

***** DWG - Dislocated Worker Emergency Grant - Funds available July 1, 2020, expires on March 31, 2022

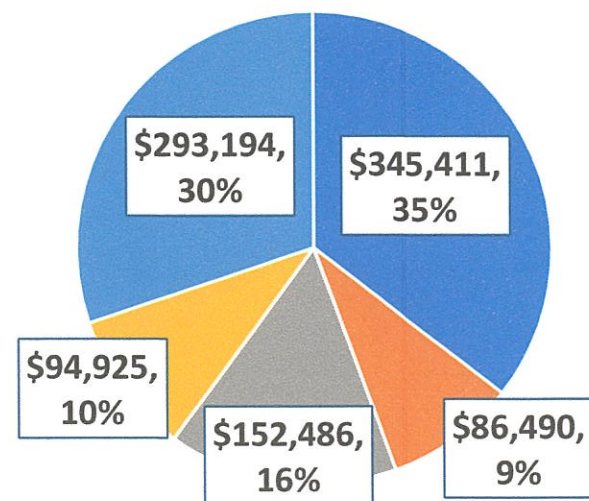
DASHBOARD REPORT for PROGRAM YEAR 20/21 OCTOBER 2020

JOB SEEKER/PARTICIPANT SERVICES Through 10/31/2020					EMPLOYER SERVICES Through 10/31/2020				
	Center Foot Traffic YTD	Total # New Participants Sept-Oct 2020	Total # Participants YTD	*Total # in Training YTD	# New Employers Sept - Oct 2020	# New Employers YTD	# New OJT Contracts YTD	# OJT Participants YTD	# of Successful OJT Completers YTD
ST. TAMMANY	460	102	248	121	32	171	6	19	1
ST. BERNARD / PLAQUEMINES	115 (99/16)	37	76	49	2	23	2	0	0

EMPLOYER CONSULTATIONS 9/1/2020 TO 10/31/2020 <i>*bold denotes new/renewed Training Contract</i>	
ST. TAMMANY	American Covers, Arcosa, Autoville, Boys and Girls Club, CDIT, ChillCo, Diversified Foods & Seasonings, East Gause Tire & Auto, Environmental Business Services, Hi-Tech Tower Services, In-Telecom, Intralot, Middendorf's , Miracle Restaurant Group, Orkin, PEC Safety, Petroleum Service Group, Patriot Govt Services, Property Management Company, Southern Surgical Hospital, Sunpro Solar, STARC, STPSB, Sunbelt Plastics, Tetra Tech, Thomas Pump & Machinery, Total Wine & More, Veriforce, Waste Pro of LA, Watch Systems
ST. BERNARD / PLAQUEMINES	Associated Terminals, B & H Expansion, Domino Sugar, Fradella's Collision Center, Venture Global (not yet operational)

Training Expenditures & Obligations

- Classroom Training
- Support Services
- OJT
- Work Experience
- Temporary Jobs

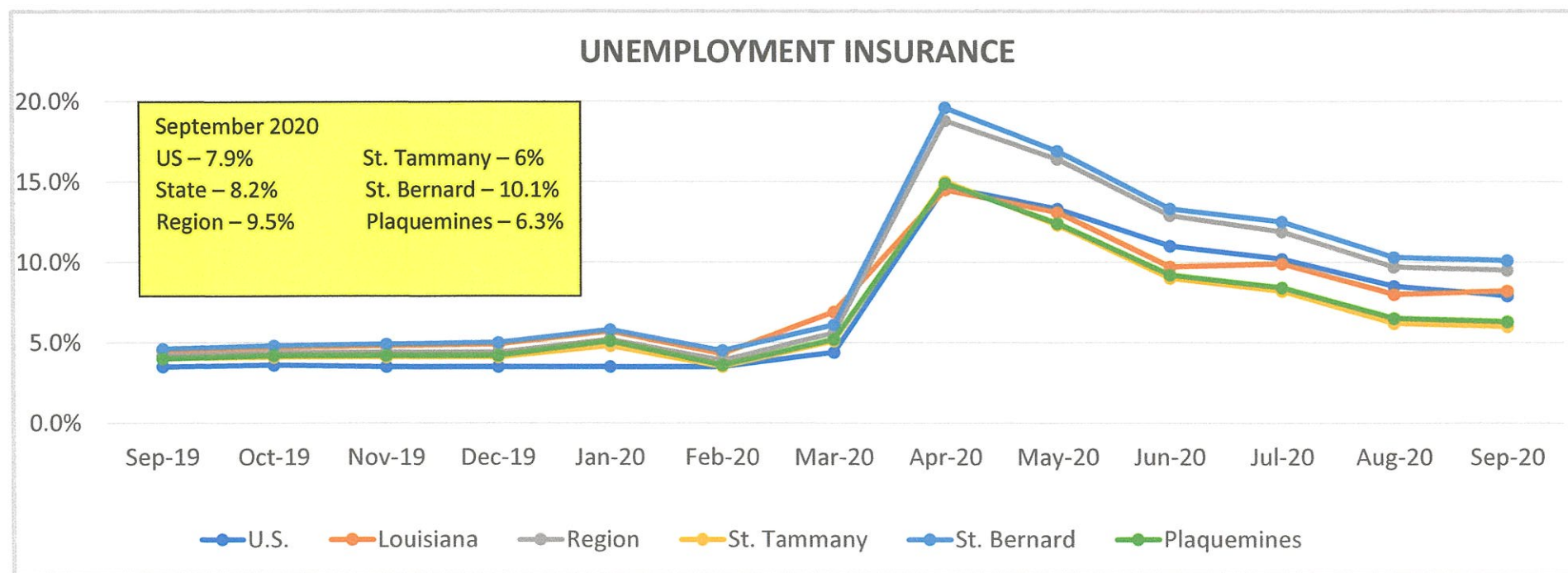


Through 10/31/2020

Most Recent Federal Performance Measures: 1st Quarter of PY 20 ending 9/30/20

Performance Measures	Adult		Dislocated Worker		Youth	
	Negotiated Range	Actual	Negotiated Range	Actual	Negotiated Range	Actual
Employed 2 nd Qtr After Exit	60.3% - 67.0%	66.3%	60.3% - 67.0%	64.2%	63.0% - 70.0%	58.3%
Employed 4 th Qtr After Exit	60.3% - 67.0%	77.6%	61.2% - 68.0%	72.0%	64.8% - 72.0%	70.8%
Median Earnings (Quarterly)	\$5,580 - \$6,200	\$6,079	\$6,840 - \$7,600	\$7,143	\$2,610 - \$2,900	\$2,459
Earned Credential	70.2% - 78.0%	88.6%	70.2% - 78.0%	81.3%	52.2% - 58.0%	45.0%
Skills Gained During Training	55.8% - 62.0%	82.0%	62.1% - 69.0%	76.4%	40.5% - 45.0%	40.0%

Green Exceeds range | White within range | Red below range |



TOP TEN JOB LISTINGS BY OCCUPATION – AUGUST THROUGH OCTOBER 2020

ST. TAMMANY			ST. BERNARD			PLAQUEMINES		
Occupation Grp (4-digit)	# of Employers	# of Postings	Occupation Grp (4-digit)	# of Employers	# of Postings	Occupation Grp (4-digit)	# of Employers	# of Postings
Truck Drivers	152	501	Truck Drivers	67	161	Truck Drivers	52	127
RN's	130	391	RN's	13	46	Supervisors – Sales Workers	7	20
Supervisors – Sales Workers	90	236	Supervisors – Sales Workers	23	46	Customer Service Reps	11	17
Customer Service Reps	79	184	Retail Sales	20	28	RN's	4	9
Retail Sales	79	174	Customer Service Reps	15	27	Industrial Engineers, including Health and Safety	6	7
Laborers/Material Movers	51	105	Security Guards/Gambling Surveillance	5	17	Passenger Vehicle Drivers	1	7
Physicians	48	97	Fast Food Counter Workers	12	15	Laborers and Material Movers	5	7
Supervisors – Food Service	45	83	Passenger Vehicle Drivers	2	14	Supervisors – Production Workers	6	6
Home Health Aides	19	71	Therapists	5	13	Retail Sales	6	6
Sales Reps – Wholesale/Manufacturing	48	65	Insurance Sales Agents	7	12	Maintenance & Repair Workers	11	6



Workforce Innovation & Opportunity Act (WIOA) Local Plan for July 2020 through June 2024

Executive Summary

In July 2014, then-President Barack Obama signed the Workforce Innovation & Opportunity Act (WIOA) into law. WIOA is bipartisan legislation intended by the U.S. Congress to take the nation's workforce development system into the 21st century. It provides more competition, greater powers (and responsibilities) for Workforce Boards and creates a system of mandatory partners that combine diverse workforce development efforts for special populations into a single 'one-stop service delivery system.' An initial plan was completed in July of 2016 and outlined the goals, strategies and objectives of the First Planning District Workforce Development Board (FPD WDB) for 2016 through 2020 for providing access and resources through the local workforce development system. The plan was subsequently updated in 2018 as required by law.

This strategic plan has been developed for the period of four years beginning July 1, 2020 through June 30th, 2024. It describes the Workforce Development Board's (WDB) approach to meeting WIOA mandates, and offers guidelines to support these efforts in analyzing the needs of employers for skilled workers, and in finding ways to meet those training and education needs on behalf of both workers and employers. The role of the WDB, as presented in this document, is to align the local area's educational and training investments with the practical needs of the workplaces in which our residents will find employment. An equally important function of our work is to ensure the continued economic viability of our region for current and potential employers; those businesses which depend upon, but who cannot stay here if the workforce cannot fulfill their needs.

The WDB is a partnership of local workforce, education, government and business leaders who work together to ensure that the residents of the tri-parish area of Plaquemines, St. Bernard and St. Tammany parishes have the skills necessary to meet present and future needs of employers. To do so, the WDB oversees investments in training and education for residents, aligning these investments with emerging employment opportunities. Because the WDB is always seeking to ensure that the area's residents have the skills necessary for tomorrow's workforce, it is critically important that the board think strategically about how to invest and manage limited training resources.

The regional plan component (also required under WIOA) was developed in coordination with the three additional boards that encompass the Greater New Orleans labor market region and include Orleans Parish WDB, Jefferson Parish WDB and the River Parishes WDB (St. James, St. John and St. Charles parishes).

Through this plan, the FPD WDB embraces the Governor's workforce goals, and sets forth a road map to meet them. The Board shares the same priority in envisioning a workforce system that will provide pathways for all Louisianans, including individuals who are receiving public assistance, the unemployed and underemployed, those who are deficient in basic skills, as well as persons with disabilities, including disabled veterans, and others who have significant barriers to employment. We also fully support the State's vision that all will have access to education, training and supportive services needed to prepare for and secure high-demand occupations that pay family-sustaining wages.

Copies of the entire draft local plan are available to the public for comment on the FPD's website (www.triparishworks.net).

OUR VISION is sustainable employment through strategic human capital investments that produce positive economic returns for our businesses and our communities.

OUR MISSION is to serve as “**THE VOICE OF BUSINESS**” to communicate employment needs and to influence the direction of all workforce development programs and services in order to ensure a business-driven system.

OUR VALUES: Members of the FPD WDB honor the following Core Values:

- Visionary Leadership that advocates human capital development
- Service Excellence grounded in professionalism and respect
- Innovative responses to workforce need that drive economic vitality
- Stewardship of assets and resources focused on local and regional community priorities
- Collaboration with regional workforce, education and economic development partners
- Dedication to building and sustaining a strong economy, and the well-being of our industry base
- Results that are best-in-class and provide a high rate of return on public investment

AREAS OF FOCUS

Business Engagement - The Workforce Board has priorities in place to: broker new relationships with businesses, communicate board purpose and direction and create a consistent information loop with businesses and stakeholders, as well as collaborate with businesses to engage industry leaders in workforce development solutions and sector strategies and career pathway development.

Partnership Development - The FPD WDB continues its efforts to create a one-stop delivery system that brings together workforce development, education, and other services in a seamless customer-focused service delivery network that enhances access to the programs' services with the goal of improving long-term employment outcomes for individuals receiving assistance. Collaboration among service providers and the integration of activities to the fullest extent possible is a main priority for the Workforce Board.

Quality and Effective Center Services - The main objective in engaging job seekers is to provide the resources and tools through the Tri-Parish Works Centers for which an individual can drive their career path and gain talent development opportunities to obtain and retain employment. The Board wants to ensure that the Centers provide quality and effective services within the local communities. This will be accomplished through a review and certification of the Centers based on specific criteria established and approved by the Board. The intent was to go beyond the basic certification required by Louisiana Workforce Commission (LWC) and create an evaluation criterion that ensures continuous improvement and a higher standard of excellence certification that the Centers can work to achieve.

OUR STRATEGIC PRIORITIES

- ▶ Creating and fostering business partnerships that bring the best return on investment back to the tri-parish area.
- ▶ Building sound partnerships to collaborate with employment, education and economic development efforts to ensure economic vitality to the region
- ▶ Creating an efficient and effective platform for servicing job seekers and the hardest to serve populations.
- ▶ Building the best infrastructure to exceed the demand and needs of business/industry, job seekers and partners within the region.

LOCAL AREA/WIOA GOVERNANCE

By mutual agreement of the Chief Elected Officials of the three parishes, St. Tammany Parish has the lead role as the Chief Elected Official to the Workforce Board. St. Bernard Parish serves as the Administrative Entity/Grant Recipient of the WIOA funds on behalf of the tri-parish area. A multi-jurisdictional agreement is in place between the parishes and outlines the roles and responsibilities of each as required by WIOA law.

The FPD WDB has designated the Tri-Parish Works Career Centers as its primary service provider in the tri-parish area. These Centers offer all career services for WIOA adult, dislocated worker and youth programs as outlined in the WIOA law through three locations, one in each parish.

Under the leadership of the Workforce Board, the Tri-Parish Works Career Centers are charged with assisting employers in recruiting and retaining employees, and helping individuals learn high-demand skills, find employment and progress their career opportunities.

Job seekers and employers have access to numerous workforce services through these centers which include, but are not limited to the following:

Job Seeker Services:

- Career Planning and Counseling
- Job Search Assistance
- Job Referrals
- Specialized Assessments
- Resume Writing Assistance
- Training Funds

Business Services:

- Screening and Recruitment
- Job Matching
- Job Posting
- Workforce Data
- On-the-Job and Customized Training Funds
- On-site recruiting events and Job Fairs

PD has consistently met and exceeded the common performance measures established by the U.S. Department of Labor. They include the following:

- | | |
|---|--------------------------------------|
| • Employed 2 nd quarter after exit | • Median Earnings (quarterly) |
| • Employed 4 th quarter after exit | • Earned Credential |
| • Skills Gained During Training | • Effectiveness in Serving Employers |

CONCLUSION

The First Planning District Workforce Development Board will continue to serve as the WIOA strategic leader for the local tri-parish area of Plaquemines, St. Bernard and St. Tammany. The Board will work in partnership with the Governor, Louisiana Workforce Investment Council, and local elected officials to facilitate public/private partnerships and support talent development strategies that advance opportunities for all job seekers, including low-skilled adults, young adults, veterans, long-term unemployed, low-income households, dislocated workers, recipients of public assistance, and individuals with disabilities. The Board will work to foster innovation, engage stakeholders, and guarantee streamlined operations and service delivery excellence.

The Board will collaborate with all partners and local elected officials to ensure that a common vision and workforce system design is shared among key stakeholders. The Board will provide oversight for the system through creating a unified regional and local plan while integrating education, training, support services and other workforce services across the core programs.

TWO-YEAR BUDGET
JULY 1, 2020 THROUGH JUNE 30, 2022

REVISION #1
NOVEMBER 18TH, 2020

Total Funds available through June 2022

	PROGRAM	ADMINISTRATION	TOTAL
Total Carryover Funds	\$ 1,437,974	\$ 194,302	\$ 1,632,276
New Allocation 2020/22	\$ 1,950,405	\$ 216,712	\$ 2,167,117
St. Tammany Corp CEA	\$ 15,000	\$ -	\$ 15,000
Other Misc. Program Income	\$ -	\$ -	\$ -
Disaster Dislocated Worker Grant	\$ 1,829,686	\$ 203,298	\$ 2,032,984
GRAND TOTAL	\$ 5,233,065	\$ 614,312	\$ 5,847,377

LINE ITEMS	ANNUAL BUDGET		CHANGE		RESERVE		CHANGE		ALL YEARS
	July 1, 2020 – June 30, 2021				July 1, 2021 – June 30, 2022				GRAND TOTALS
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	
Staff Salaries/Fringe Benefits	\$825,201	\$257,079	\$24,000	\$16,000	\$255,000	\$278,879	(\$24,000)	(\$16,000)	\$1,616,159
System Operator	107,790				20,000				\$127,790
Travel/Mileage	1,176	800				800			\$2,776
Conference/Meetings	1,349	2,500				2,500			\$6,349
Unemployment Insurance	5,000								\$5,000
Accounting Services	0	5,050				5,050			\$10,100
Supplies	9,400	3,300			2,400	3,300			\$18,400
Furniture/Equipment	9,000	7,000				3,000			\$19,000
Rent	15,000	4,800			4,000	6,000			\$29,800
Repairs/Maintenance	3,850	1,500				1,500			\$6,850
Telephone/Internet	9,670	4,780			2,500	5,424			\$22,374
Insurance (GL/Cobra/Surety Bond)	1,000	675			1,000	675			\$3,350
Licensing Fees/Assessments	2,539	700				700			\$3,939
Postage	274	800				800			\$1,874
Advertisement	561	1,500				1,500			\$3,561
Outreach	80,000	200			10,000	200			\$90,400
Professional Development – Staff	2,850	500				500			\$3,850
Professional Dues	6,000	2,500				2,500			\$11,000
Auto (Gas/Maint/Insurance)	8,900	3,650			2,200	3,650			\$18,400
Training & Support - Participants	1,530,964				470,755				\$2,001,719
St. Tammany Corp CEA	13,750				1250				\$15,000
Misc. Program Income									\$0
Disaster Temporary Jobs	1,829,686								\$1,829,686
SUBTOTAL	\$4,463,960	\$297,334	\$24,000	\$16,000	\$769,105	\$316,978	(\$24,000)	(\$16,000)	\$5,847,377

Submitted By:

Melissa Kirsch
 Melissa Kirsch, WDB Executive Director

***Modification Purpose: To add additional position (Director of Operations and Planning) which will increase the current year's salary/fringe line item and thereby decrease year 2 salary/fringe by the same amount of \$40,000.**

Approved by the Workforce Development Board on November 18, 2020

Alan Thriffley, Chairman

Position: Director of Operations & Planning

Qualifications: Bachelor's degree
3-5 years' experience in Workforce or Economic Development Programs
Excellent verbal and written communication skills
Public Speaking experience
Intermediate to Advanced level knowledge of MS Office tools

Salary Range: \$59,000 - \$69,000

Reports to: Executive Director to the Workforce Development Board

General Summary:

The duties performed by the Director of Operations and Planning are guided by the Workforce Development Board and its strategic plan.

Highly responsible administrative and technical work involving the management of a system of integrated programs designed to foster various aspects of WIOA (Workforce Innovation and Opportunity Act); and related work as required.

Work involves assisting the Director with managing the activities of a highly specialized staff engaged in the coordination, application, and evaluation of Workforce Development policies and programs. Serves as a subject matter expert in the area of workforce development. Has direct administrative oversight for federal, state and local policies and programs. All work is subject to general administrative reviews and obtained results.

Scope of Responsibilities:

- Assists the Executive Director in ensuring full implementation of all aspects of the Workforce Innovation and Opportunity Act and other federal, state, and local workforce initiatives which includes direct supervision of all programmatic initiatives
- Provides staffing support to the Workforce Development Board
- Assists with facilitating strategic planning, mission and goals, ensuring alignment of WOA activities to regional/local plans
- Ensures the strategic vision of the Workforce Board in the area of Business Services is carried out
- Conducts business outreach efforts, including but not limited to: presentations on Center activities, employer-based training, layoff aversion strategies, etc.
- Assists with communicating the vision of the Board in a manner that is consistent with organizational messaging objectives
- Conducts research and analysis of data pertaining to economic, workforce and social needs of the community
- Assists with research and formulation of policy recommendations to the Workforce Board
- Assists in directing and monitoring efforts to increase productivity and the effectiveness of the programmatic operations as it relates to workforce development

- Consults with Center staff on all aspects of Center activities, such as: participant eligibility, training activities, exit strategies, recruitment and placement efforts, career counseling, demand industry sectors, partner programs, etc.
- Plans and conducts outreach, public relations and communications
- Assists the Executive Director in the preparation of qualitative and quantitative grant and program reports with timely submission to funding sources, the Chief Elected Official, and the Board
- Other duties as assigned by the Executive Director

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of the general organization and operation of local government and supporting State and Federal agencies
- Considerable knowledge of workforce development or economic development subject areas
- Ability to deal tactfully and successfully with public and private officials, civic groups and the general public
- Ability and experience to conduct and participate in meetings at upper/middle management level

LWDA #10 – FIRST PLANNING DISTRICT

FINAL NEGOTIATED PERFORMANCE MEASURES

FOR PROGRAM YEAR 2020/2021

First Planning District	Statewide Negotiated PY 2020	FPD Negotiated PY 2019	FPD Actual PY 2019	Negotiated for PY 2020/2021
ADULT				
Employment Rate 2nd Qtr. After Exit	67.0%	64.7%	66.9%	67.0%
Employment Rate 4th Qtr. After Exit	67.0%	64.4%	76.7%	67.0% ↑
Median Earnings 2nd Qtr. After Exit	\$6,000	\$5,390	\$6,484	\$6,200 ↑
Credential Attainment	64.3%	64.3%	91.9%	78.0% ↑
Measurable Skills Gain	54.0%	-	71.5%	62.0%
DISLOCATED WORKER				
Employment Rate 2nd Qtr. After Exit	67.0%	64.3%	63.7%	67.0% ↑
Employment Rate 4th Qtr. After Exit	68.0%	67.2%	71.9%	68.0% ↑
Median Earnings 2nd Qtr. After Exit	\$7,800	\$7,480	\$7,491	\$7,600 ↑
Credential Attainment	70.5%	70.9%	89.5%	78.0% ↑
Measurable Skills Gain	59.0%	-	70.0%	69.0%
YOUTH				
Employment Rate 2nd Qtr. After Exit	73.5%	68.0%	62.7%	70.0% ↑
Employment Rate 4th Qtr. After Exit	72.0%	67.0%	74.6%	72.0% ↑
Median Earnings 2 nd Qtr. After Exit	\$2,900	-	\$2,449	\$2,900 ↑
Credential Attainment	58.0%	60.2%	47.1%	58.0% ↓
Measurable Skills Gain	45.0%	-	24.6%	45.0%
WAGNER-PEYSER				
Employment Rate 2nd Qtr. After Exit	60.0%	61.0%	57.9%	60.0%
Employment Rate 4th Qtr. After Exit	62.0%	62.7%	61.6%	64.0% ↑
Median Earnings 2nd Qtr. After Exit	\$5,000	\$4,700	\$5,704	\$5,500 ↑

First Planning District Workforce Development Board

COMMITTEE STRUCTURE

WORKFORCE DEVELOPMENT BOARD

CHAIRMAN
Alan Thriffiley

EXECUTIVE COMMITTEE

- Serve as designated authority in all matters impacting the Board
- Provide oversight to all standing and ad-hoc committees
- Review and recommend committee projects
- Review and recommend budgets, contracts, policies
- Review financial reports
- Act on behalf of board between meetings as necessary

Members:
Alan Thriffiley, Chair
Steve Price
Mike Stedem
John Zollinger
Jerry Repka
Stephanie Dupepe

BUSINESS ENGAGEMENT COMMITTEE

- Provide guidance and oversight to Centers to ensure quality services are provided to business community
- Ensure Board activities align with business needs
- Develop standardized communication messages
- Communicate Board purpose and direction to businesses
- Collaborate with businesses to engage industry leaders in workforce development solutions
- Broker new relationships with businesses through outreach activities

Members:
Mike Stedem, Chair
Ellis Bourque
Steve Price
Chris Abadie
Floyd Baker
Adriana Kriesen
Ron Newson
Donn Shea, Bus Serv

CENTER ACCOUNTABILITY COMMITTEE

- Provide guidance and oversight to Center operations to ensure quality services are delivered
- Ensure appropriate partner relationships are developed
- Set service delivery standards and performance benchmarks, including for Certification of Center operations and activities
- Establish reporting mechanisms to monitor quality and service benchmarks

Members:
Jerry Repka, Chair
Charlene Bonck
Allison Zinskie
Dave Maziarz, Cntr Manger
Mindy Nunez Airhart
Keith Espadron
Lenny Unbehagen

COMMUNITY DEVELOPMENT COMMITTEE

- Develop strategies to address critical workforce challenges facing special populations: youth, veterans, disabled, offenders, public assistance recipients, etc.
- Analyze needs and capacity to address those needs
- Recommend programs and services to assist population
- Assist in the coordination of programs and activities for Special populations

Members:
Stephanie Dupepe, Chair
Debbie Green
Rachel Mackey
James Carlson
Stacie Retzlaff
Kim Rugon
Chiquita Lattimore
Jennifer Barnett

**Recommendations for
Strategic Focus of Committees
For Calendar Year 2021**

EXECUTIVE COMMITTEE

- Recruit and on-board new members (replace Debbie Green and add private sector member for Plaquemines Parish)
- Develop and distribute “quarterly Infographic” to “tell story” and keep public officials, partner agencies and businesses up to date on Board and Center activities (To include Annual Report)
- Revitalize regional efforts between boards
- Ensure MOU/Infrastructure Funding processes followed by all required partners

BUSINESS ENGAGEMENT COMMITTEE

- Monitor performance of Business Services
- Ensure effective outreach activities are occurring
- Increase internship opportunities for youth (JAG, work experience, etc.)
- Increase business/community events such as: industry specific info sessions for youth/parents, youth job fairs, customized recruiting events, business of the year award, etc.

CENTER ACCOUNTABILITY

- Finalize customer satisfaction process and quarterly reporting of this data
- Continue to monitor federal performance
- Ensure effective customer tracking system is implemented
- Ensure appropriate and on-going staff development

COMMUNITY DEVELOPMENT (YOUTH AND SPECIAL POPULATIONS)

- Re-establish Core Partner meetings
- Monitor Youth Contracts
- Ensure access to services by special populations (at-risk youth, re-entry, disabled, etc.)
- Expand outreach and information sharing with Partners

**NOVEMBER 18TH, 2020
BOARD MEETING**

UPDATES ON CURRENT INITIATIVES

DISLOCATED WORKER GRANT

- Contract signed
- 27 participants working in temporary positions
- Worksites include St. Tammany Govt., Northshore Technical, St. Bernard Schools and Nunez
- Still working to bring on another 60 to 70 workers
- Biggest issue is applicants not able to pass background check/drug screening

JOBS FOR AMERICA'S GRADUATES PROGRAM

- Instructor hired and began working at the end of October
- Currently undergoing intensive training with state
- Hope to have a group of quality participants identified and enrolled by the beginning of the new calendar year
- Great partnership opportunity with Adult Education

UNITED WAY YOUTH CONTRACT

- Re-started youth workshops and other related activities with Covid restrictions in place
- Providing more intensive workshops in smaller groups of no more than 5 youth
- Recruitment campaign underway to identify more youth needing our assistance

BAYOU WEB DESIGN OUTREACH CONTRACT

- Good progress being made including: development of "Brand kit" (letterhead, folders, business cards, presentation format, etc.), youth advertisement, expanding social media presence, and continued work on website re-design
- Next priority is to create quarterly infographics for regular updates to elected officials, partners and businesses

GNO, INC. REGIONAL PARTNERSHIP APPLICATION FOR H1B GRANT

- To target IT and Advanced Manufacturing sectors
- Purpose is to increase Apprenticeship Opportunities within these sectors
- Use current Mechatronics Training program as a model to duplicate

MOU/INFRASTRUCTURE FUNDING AGREEMENT

- Still waiting on signature from Department of Children and Family Services
- Collecting first quarter operations costs in order to bill Partner agencies for their fair share based on agreed upon formulas

WDB MEETING SCHEDULE

2021

The First Planning District Workforce Development Board will hold regularly scheduled full board meetings on a bi-monthly basis on the dates listed below. These meetings will rotate between St. Bernard parish (Nunez Community College, Music Room, 3710 Paris Road, Chalmette) and St. Tammany Parish (St. Tammany Parish Government Complex, Building B, 3rd floor conference room, 21490 Koop Drive, Mandeville) and will begin at **8:30 am**.

Meetings will be held on the 4th Wednesday of every other month, with the exception of the November meeting, which will be held on the 3rd Wednesday due to the Thanksgiving holidays.

January 27th	St. Tammany
March 24th	St. Bernard
May 26th	St. Tammany
July 28th	St. Bernard
September 22nd	St. Tammany
November 17th	St. Bernard

Any cancellations will be posted on triparishworks.net website at least 24 hours prior to meeting time.

Committee meetings will be scheduled as necessary and determined by the respective chair and members.