

FIRST PLANNING DISTRICT

WORKFORCE DEVELOPMENT BOARD

July 8, 2019

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, July 17th, 2019 at 8:30 a.m.** at Nunez Community College, Music Room, 3710 Paris Road, Chalmette, Louisiana.

AGENDA:

1. Call to order.....Alan Thriffiley, Chairman
2. Welcome and Introductions.....Alan Thriffiley (5 minutes)
3. Approval of May 22nd meeting minutes (Action Item).....Alan Thriffiley (5 minutes)
4. Comments from the Chairman.....Alan Thriffiley (5 minutes)
5. Presentation on Louisiana Apprenticeship Grant.....Joseph Hollins (15 minutes)
LWC Apprenticeship Director
6. Review of Expenditure Report ending May 2019Melissa Kirsch (5 minutes)
7. Review and approval of revisions to By-Laws to incorporate advisory board members.....Alan Thriffiley (5 minutes)
8. Review and approval of revised policies.....Melissa Kirsch (10 minutes)
 - a. Work-Based Training Policy (incorporates contract threshold requiring board approval)
 - b. Youth Incentive Payments Policy (changes to the parameters for incentive payments)
9. Committee Reports and Updates
 - a. Executive Committee.....Alan Thriffiley (10 minutes)
 - b. Business Engagement.....Mike Stedem (10 minutes)
 - c. Community Development.....Stephanie Dupepe (5 minutes)
 - d. Center Accountability.....Jerry Repka (5 minutes)
10. Updates from One-Stop Operator.....Jennifer Barnett (10 minutes)
11. Other Business
12. Public Comment Period


Alan Thriffiley, Chairman 

WEDNESDAY, MAY 22nd, 2019
MEETING MINUTES

The First Planning District Workforce Development Board meeting was held on Wednesday, May 22nd, 2019 at St. Tammany Parish Government Towers Building, 5th Floor Conference Room, 420 Old Spanish Trail, Slidell, LA at 8:30 a.m.

1. **CALL TO ORDER:** The meeting was called to order at 8:35 a.m. by Chairman Thriffiley.

MEMBERS PRESENT— Mindy Nunez Airhart, Floyd Baker, Charlene Bonck, Ellis Bourque, Dr. Jim Carlson, Stephanie Dupepe, Adriana Kriesen, Rachel Mackey, Mark Pisani, Stephen Price, Jerry Repka, Mike Stedem (via conference call), Alan Thriffiley, Lenny Unbehagen, and John Zollinger. A quorum was declared.

Others in attendance were: Melissa Kirsch, Executive Director.

2. **WELCOME AND INTRODUCTIONS:** Chairman Thriffiley welcomed members and guests and thanked the board members for coming to the first meeting at our new time in the morning, as well as to a new location. He shared his appreciation and noted the large number of members in attendance. The Chairman also shared with the members that he had recently left his position with The McDonnel Group and he was now working full-time with his own company, Tax Drop. He was congratulated by many board members. He invited board members to introduce themselves before getting the meeting underway.
3. **APPROVAL OF MINUTES:** Chairman Thriffiley requested members review the minutes of the March 20th, 2018 strategic meeting. Motion was made by Mr. Zollinger and seconded by Mr. Price to accept the minutes as presented. Vote taken, motion passed unanimously with no abstentions noted.
4. **COMMENTS FROM THE CHAIRMAN:** Mr. Thriffiley indicated that he would make his comments when giving the updates from the Executive committee.
5. **REVIEW OF EXPENDITURE REPORTS:** Chairman Thriffiley recognized Ms. Kirsch to present the expenditure report for the month ending April 30, 2019 to the Board. She pointed out a new addition to the expenditure report which was the current obligations listed on the right hand side. Ms. Kirsch indicated that while year to date expenditures were a little behind, current obligations through June looked very good and should certainly have us in a good position at the end of the fiscal year. She felt staff were doing a good job in enrolling participants in training and On-the-Job training contracts continued to increase. In addition, the Center just recently lost a few staff members which will require more training once new staff were hired. A few questions were answered and a motion to accept the

expenditure report was made by Mr. Zollinger. The motion passed unanimously with no abstentions noted.

6. ACCEPTANCE OF NEW FISCAL YEAR FUNDING ALLOCATIONS: The next item on the agenda was the acceptance of the new fiscal year (2019/2020) funding allocations. Ms. Kirsch reviewed the comparison of allocations to last year's funding. She shared with the members that overall we were only seeing a very small difference from last year with a 2.4% cut. Ms. Kirsch also let the group know that these figures could change slightly as they were not the official figures from LWC. If they did change, she did not expect it to be significant. A motion was made by Mr. Zollinger and seconded by Mr. Bourque to accept the allocations as submitted unless the final figures from the state would be different than what was presented. The motion was brought to a vote and carried unanimously with no abstentions.
7. REVIEW AND APPROVAL OF REVISED INFRASTRUCTURE FUNDING AGREEMENT: Chairman Thriffley asked Ms. Kirsch to present the revised Infrastructure Funding agreement to the members. Ms. Kirsch reminded everyone of the requirement in the law to have an agreement of cost sharing amongst the mandated partners. The original agreement had been negotiated and signed off on by all partners, but not much had really happened since then in terms of collecting the various partners fair share of the career center. In addition, since the Center had moved to a new location, many of the budget items had to be adjusted. She reviewed the document provided in the meeting packet with explanation for each of the tables presented. Discussion and questions ensued. A few edits to the document were suggested. Ms. Kirsch also explained that she had not yet presented the new budget to the partner agencies, but planned to do so within the next few months. She wanted the board to see the document prior to presenting to the other agencies. The board requested Ms. Kirsch to meet with the partners to discuss the proposed Infrastructure Agreement and then present the final document to the board for approval. Chairman Thriffley also recommended that staff should begin requesting reimbursement from the partners based on the quarterly reviews of expenses.
8. COMMITTEE REPORTS AND UPDATES:
Executive---The Chairman brought to the members attention the progress in the restructuring of the board. The meetings were being increased from four to six a year and would be held at 8:30am, rather than the afternoon. He also mentioned the increase of the board size by adding advisory committee members and one additional regular, private sector board member from Plaquemines Parish. He indicated staff would be looking for a board member that could represent the construction industry since he would no longer be able to do so. Mr. Zollinger added that the purpose of the advisory members would be to improve the profile of the board and increase community engagement. Discussion ensued in which positive feedback was expressed as well as agreement with the list of potential individuals for these positions.

Mr. Thriffley also mentioned some recent legislation that is currently being monitored as it could have some impact on local boards. He gave a brief explanation of Senate Concurrent Resolution #42 and stated it would create a state level work-based learning commission to engage industry, government and education to develop a coordinated framework for delivering a work-based learning model for the state. This seems very duplicative of the current Louisiana Workforce Investment

Council and that of local boards. Mr. Stedem had recently spoken with the author's (Senator Conrad Appel) staff and it did appear to be a work around to the Workforce Commission. Discussion ensued and a few questions were asked and answered. Chairman Thriffiley just wanted to keep the members abreast of this legislation and noted that staff would be keeping an eye on any developments. A few board members offered to make some calls to learn more from a few of their contacts.

Business Engagement—Mr. Stedem shared the great success of the recent job fairs held by the Centers. The attendance for businesses and job seekers was excellent in spite of the terrible weather the entire day. He heard very good comments from many who attended. He also commented that these types of successful events will definitely help get the word out about our Centers and the quality services they provide. It has certainly helped increase On-the-Job training contracts. **Community Development**—Ms. Dupepe informed the group about the recently held Community Resource roundtable event. The goal was to connect various government and non-profit entities that serve the community to discuss topics such as housing, mental health, re-entry and at-risk youth, as well as develop stronger partnerships. She stated that 55 agencies were invited and 42 individuals participated in the event. Outcomes included: identified gaps in resources, creating of new partnerships and discussion of leveraging resources. All comments received from participants were extremely positive. **Center Accountability Committee**---Mr. Repka gave a brief update on the committee's recent meeting to discuss the preparation for the Center Certification review process. He shared that the process would take place at the end of the summer and included a review of reports and data, as well as gathering feedback from both job seekers and businesses who have used the Centers' services. Mr. Repka reminded the members of the purpose which is to ensure quality services are being provided and improvement is an on-going part of the operations. He also stated that the committee wanted to keep the process simple and not overdo the review. Mr. Stedem shared his excitement for the work this committee has done and complimented them on the overall goals.

9. **UPDATES FROM ONE-STOP OPERATOR:** Ms. Barnett was unable to attend the meeting as she was out of town. She will provide an update at the next board meeting.
10. **OTHER BUSINESS:** Ms. Kirsch shared with everyone some good news regarding the Personal Financial Disclosure forms, as she confirmed that all board members had successfully submitted for the 2018 calendar year. She thanked everyone for their cooperation.
11. **PUBLIC COMMENT PERIOD:** No comments received.
12. At this time, the Chairman invited the board members down to the 4th floor for a quick tour of the new location of the St. Tammany Career Center.

There being no further business the Chairman adjourned the meeting at 10:15 am.