

**WEDNESDAY, AUGUST 3rd, 2016
MEETING MINUTES**

The First Planning District Workforce Development Board meeting was held on Wednesday, August 3, 2016 at the Northshore Pastoral Center for the Archdiocese of New Orleans, 69090 East Highway 190 Service Road, Covington, LA at 3:30 p.m.

1. CALL TO ORDER: The meeting was called to order by the Chairman, Alan Thriffiley at 3:30p.m.

MEMBERS PRESENT-- Floyd Baker, Ellis Bourque, Tanya Hill (for Vera Clay), Deborah Green, Sharon Green, Rachel Mackey, Mark Pisani, Steve Price, Stacy Retzlaff, Alan Thriffiley, Ashley Wolfe, and John Zollinger. Mike Stedem participated via conference call as he was out of town. Others in attendance were: Melissa Kirsch, Dianne Wilson, and Jennifer Barnett.

A quorum was declared.

2. WELCOME AND INTRODUCTIONS: All present introduced themselves. Chairman Thriffiley welcomed the board members and thanked them for attending the meeting. He shared with the board that Craig Marinello (Catholic Charities) had recently resigned as a member due to new employment and also indicated that Mr. Cambre (Union Rep) and Ms. Clay (St. Tammany Community Action) had also resigned as they were both moving out of state. He stated that Ms. Kirsch would be searching for their replacements over the next couple of months.

3. APPROVAL OF MINUTES: Chairman Thriffiley asked the board members to take a few minutes to review the minutes in their meeting packet. Motion was made by Mr. Stedem to approve the minutes of the June 1, 2016 meeting. Vote taken and motion passed unanimously, with no abstentions.

4. REVIEW OF EXPENDITURE REPORT: The next item on the agenda was a review and discussion of the most recent expenditure report. Chairman Thriffiley recognized Ms. Kirsch who presented the final expenditure report for the year ending June 30, 2016. As noted in her report, the FPD expended 80.2% of the 15/16 program budget. Any outstanding amounts will be dedicated to the 2016-17 budget.

5. REVIEW AND APPROVAL 16-17 BUDGET: Mr. Thriffiley submitted the 2016-17 budgets for Center program expenditures and administrative expenditures to the board for their review and approval. Details of the WIOA center budgets were available. He explained that the remainder of the Job Driven National Emergency Grants unexpended funds and the new funds available for the Strategies To Empower People (STEP) program were added to the budget. Ms. Kirsch reminded the board that a

minimum of 20% of the program funds for WIOA must be spent on training and activities for clients. Ms. Barnett shared that the entire Region 1 had expended 46% on training and support for clients. Ms. Green made motion to accept the budgets as presented. Vote taken, passed unanimously. There were no abstentions.

6. REVIEW AND APPROVAL OF PARTNER MEMORANDUM OF UNDERSTANDING (MOU) AND COST ALLOCATION PLAN (CAP): Ms. Kirsch was recognized to present the Executive Committee's recommendations for the required MOU and Cost Allocation Plan(CAP). She explained that the MOU establishes and identifies the roles of the partners for implementing the integrated service delivery system. Discussion ensued pertaining to assuring the services mentioned in the body of the agreement would be fulfilled by partners, as this is a role of the Workforce Board.

The CAP was prepared using estimated center operational cost data by contributing agencies housed in the St. Tammany Business and Career Solutions Center. She indicated that if the CAP was agreed upon by the partner agencies, then this would give some relief to our budgets for the coming years. Chairman Thriffiley requested Ms. Kirsch to send the entire MOU and CAP electronically to all Board members. Motion was made by Ms. Retzlaff to accept the MOU and the CAP as presented and for Ms. Kirsch to proceed with the execution of both documents with the necessary partners. Vote taken, passed unanimously with no abstentions.

7. DISCUSSION OF ONE-STOP PROCUREMENT REQUIREMENTS AND BOARD INVOLVEMENT: The Chairman recognized Ms. Kirsch to begin the discussion on the one-stop procurement requirements. She reviewed with the membership an overview of WIOA One-Stop requirements included in the meeting packet. Ms. Kirsch indicated that the Board is required by law to competitively procure the One-Stop system operations. The process must be completed, with a provider in place, no later than July 1, 2017. A recommendation was made by the Executive Committee for the Director to begin drafting the Request for Proposal (RFP). The scope of services may include the entire operations, or may be a system operator which would be responsible for partnership coordination, managing center, and other services as written in the bid proposal packet. Discussion ensued in which a suggestion was made to contact the St. Bernard Parish Government (SBPG) to keep them informed of the process and perhaps ask the SBPG attorney to review the document before publishing the bid. Also it was suggested to form a committee to review the bid packet prior to the next board meeting and to also have the committee in place to review proposals and recommend a provider to the full board.

8. COMMITTEE UPDATES: Business Engagement Committee-- Mr. Stedem shared with the members that the Triparishworks.net website is up and running. Additional items and features are being added as necessary. He also indicated that we were starting to make some traction with our presentations to various groups and is hoping that each board member would be willing to share thoughts with businesses so we can make even more headway in being recognized experts of workforce development, especially with the businesses in our communities. Ms. Kirsch added that the Slidell

magazine interview will take place in August or September and that E-blasts were actively being sent out to employers covering various workforce topics such as the new overtime rules, tax credits, and on-the-job training program.

Youth and Special Population Committee—Ms. Kirsch stated that this committee hasn't taken off yet. Mr. Marinello was to chair this committee, but since he has resigned, Ms. Kirsch will actively work to get this group up and running in the near future.

Center Operations and Partnership Development Committee -- The work of this committee was discussed previously under item #6 in regards to the MOU and CAP development.

9. WORK OPPORTUNITY TAX CREDIT PRESENTATION: At this time, Ms. Barnett gave a presentation about the Work Opportunity Tax Credit (WOTC) as an underutilized resource and financial benefit to businesses for hiring targeted special populations. Instructions included, business eligibility, description of target populations, amount of tax credit available to employers, and process for applying. The presentation included a PowerPoint file containing links to the resources described. Ms. Barnett answered a few questions and Chairman Thriffiley thanked her for the very informative presentation.

10. UPDATE ON RESULTS OF LWC MONITORING AND ANNUAL AUDIT: Ms. Kirsch reported the results of the LWC monitoring. She stated that there were no financial findings and only a few programmatic findings (7) and areas of concern (2). All findings were satisfactorily resolved and addressed in the formal response to LWC. Ms. Kirsch indicated that she was planning a consortium wide staff meeting in which the findings would be discussed in more detail to ensure appropriate corrective action and improvement of Center activities. The St. Bernard Parish Government audit for calendar year 2015 was conducted and finalized. There were no findings for the WIOA funds.

11. EXECUTIVE DIRECTOR UPDATES: Ms. Kirsch shared with the members that the final WIOA plan was submitted to LWC on July 27, 2016. She informed the group that the re-entry grant that we applied for was awarded to ten areas nationwide, however, we were not chosen.

She also shared the news of the recent move of the St. Bernard and Plaquemines Center from their upstairs location in the government complex to a smaller space downstairs in the same building. This was a decision made by parish government and while the space is quite small, staff are making the most of their new location. On a more positive note, the Center is now housed together with the Community Action agency which will allow for a more cohesive working relationship with this partner agency.

LWC informed Ms. Kirsch they will begin to restructure the Industry Coordinator positions within the State which could possibly affect Jennifer Barnett's position as our Regional Industry Coordinator. Chairman Thriffiley, with agreement from all board members present, requested a resolution be adopted in support of the invaluable work Ms. Barnett performs for our Board and the positive impact her services has on our local and regional communities in the realm of workforce.

Ms. Barnett reported on the Northshore Society for Human Resource Management(NSHRM) efforts in establishing a Speakers Bureau among businesses in the community to work with students (juniors and seniors) in the local school system . NSHRM is looking for volunteers to give presentation to these students. A few board members volunteered to participate in this very worthwhile venture and included John Zollinger and Mike Stedem.

12. OTHER BUSINESS: None

13. PUBLIC COMMENT PERIOD: None. There being no further business, motion to adjourn was made by Mr. Zollinger at 5:15p.m. Vote taken, passed unanimously.