

August 9, 2023

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, August 23rd, 2023 at 8:30 a.m.** This meeting will be held at the St. Tammany Government Towers Building, 520 Old Spanish Trail, 5<sup>th</sup> 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 May 24th, 2023 meeting minutes (Action Item).....Alan Thriffiley (5 minutes)
6. Review of Expenditure Reports through June 2023.....Melissa Kirsch (5 minutes)  
(Questions only)
7. Review and Approval of new Fiscal year Budget 23/24 (Action Item).....Melissa Kirsch (10 minutes)
8. Review and Approval of Revised Salary Schedule (Action Item).....Melissa Kirsch (10 minutes)
9. Review and Approval of Revised and New Policies (Action Item).....Melissa Kirsch (10 minutes)
10. Discussion on Timeline and Plan for replacing Executive Director.....Alan Thriffiley (15 minutes)
11. Fiscal Year in Review Presentation.....Melissa Kirsch (15 minutes)
12. Updates and Discussion on Current Initiatives.....Dave Maziarz (10 minutes)
13. Other Business
14. Review of Action Items
15. Public Comment Period

*Alan V. Thriffiley, EA*

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Alan Thriffiley, Chairman

**Serving Plaquemines, St. Bernard & St. Tammany Parishes**

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# FIRST PLANNING DISTRICT WDB MEETING MINUTES

May 24, 2023 – 8:30 a.m.

## MEETING INFORMATION

Location This meeting was held in person at St. Tammany Government Towers Building, 520 Old Spanish Trail, 5<sup>th</sup> floor, Slidell, Louisiana .

Attendees	Chairman Alan Thriffiley	Mr. Chris Abadie	Mr. Ellis Borque
	Mr. Tim Bradbury	Dr. James Carlson	Mrs. Lacey Dugas
	Mr. Keith Espadron, Jr.	Mrs. Michelle Hebert	Mr. David Kaufmann, Jr.
	Mrs. Chiquitta Lattimore	Mrs. Rachel Mackey	Mr. Mark Pisani
	Mr. Jerry Repka III	Mr. Lenny Unbenhagen	Mr. Bryan Moore
	Mrs. Melissa Kirsch	Mr. Dave Maziarz	Ms. Stacie Chitwood

## 1. CALL TO ORDER

The meeting was called to order at 8:33 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 recognition to Dr. James Carlson for being named the Interim Chancellor of Northshore Tech.

## 3. INVOCATION

Mrs. Melissa Kirsch gave the invocation.

## 4. COMMENTS FROM THE CHAIRMAN

Chairman Alan Thriffiley announced that he will be stepping down as Chairman of the Board at the end of this year, and that Mrs. Kirsch will also be retiring within the next year. It is very important that we have continuity in leadership in the work that is upcoming this year. Chairman Thriffiley continued by sharing that he attempted contact with both state representatives and the WIC board in hopes of funding assistance, but was not successful.

## 5. REVIEW AND APPROVAL OF FEBRUARY 15, 2023 MEETING MINUTES

Chairman Thriffiley presented the minutes from the February 15, 2023 board meeting, and reviewed the action items. A motion for approval was made by Mr. Abadie and seconded by Mr. Kaufmann. The minutes were approved by a unanimous vote with no objections or abstentions.

## 6. REVIEW OF EXPENDITURE AND OPERATION REPORTS THROUGH APRIL 2023 (QUESTIONS ONLY)

Mrs. Kirsch was recognized to review the expenditures reports. She indicated that the IDA disaster grant was still active, but the COVID grants ended in December. The available COVID funds were almost completely spent with only a minimal amount left on the table. The Ida grant is going well, with multiple participants in temp job position. Spending of our formula dollars is a little behind, but that's mainly because we spent so much effort in the first half of this fiscal year focused on the COVID funding. The state is losing 3.6 million. I'm figuring we might lose about 300k but because we had those disaster grants, we are able to have more carryover this year. There is another grant opportunity that the state just sent to out this week. States are the only eligible respondent and the purpose of the grant is to help those marginalized individuals that are still struggling from the COVID pandemic. We have been asked to submit some preliminary information on how we would utilize these funds. Ms. Kirsch stated her excitement for this potential funding opportunity. She also reviewed the detail expenditure report, as well as the Fund Utilization report.

## 7. REVIEW AND APPROVAL OF AMMENDMENT TO FISCAL YEAR BUDGET 22/23

Mr. Kirsch reviewed the Budget Amendment being presented for Board approval and described the line-item changes being made where we under budgeted. A motion for approval was made by Mr. Lenny Ubenhagen and seconded by Mr. Jerry Repka. The budget amendment was approved by a unanimous vote with no objections or abstentions.

## 8. REVIEW AND APPROVAL OF MODIFICATION TO 4 YEAR STRATEGIC PLAN

At this time, Ms. Kirsch reviewed the Modification to the 4 Year Strategic Plan with the members. She reminded them that this plan is required to be updated in the middle of the four years. Some of the updates included: data, pandemic recovery phase, the addition of Adult Education services in the Slidell Center, the AARP grant, increased partnership with United Way, new summer youth activities, health care sector initiative, and our continued success with our workforce roundtable partnership. She asked if there were any questions; there being none, the Chairman asked for a motion for approval. The motion for approval was made by Mr. Ellis Borque and seconded by Mr. Jerry Repka. The

# FIRST PLANNING DISTRICT WDB MEETING MINUTES

May 25, 2023 – 8:30 a.m.

## MEETING INFORMATION

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Attendees	Chairman Alan Thriffiley	Mr. Chris Abadie	Mr. Ellis Borque
	Mr. Tim Bradbury	Dr. James Carlson	Mrs. Lacey Dugas
	Mr. Keith Espadron, Jr.	Mrs. Michelle Hebert	Mr. David Kaufmann, Jr.
	Mrs. Chiquitta Lattimore	Mrs. Rachel Mackey	Mr. Mark Pisani
	Mr. Jerry Repka III	Mr. Lenny Unbenhagen	Mr. Bryan Moore
	Mrs. Melissa Kirsch	Mr. Dave Maziarz	Ms. Stacie Chitwood

### 1. CALL TO ORDER

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Chairman Alan Thriffiley thanked everyone for being in attendance and offered recognition to Dr. James Carlson for being named the Interim Chancellor of Northshore Tech.

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modification was approved by a unanimous vote with no objections or abstentions.

### **9. REVIEW AND APPROVAL OF RENEWAL TO SYSTEM PARTNERS MEMORANDUM OF UNDERSTANDING (MOU) & INFRASTRUCTURE FUNDING AGREEMENT (IFA)**

Ms. Kirsch was recognized to discuss the renewal of the System Partners MOU. She reminded the members of the federal mandate for the Boards to ensure system partners work together to serve our communities through more streamlined and coordinated activities. Mr. Bryan Moore is our one stop operator for our local area who helps us engage with our partners, and make sure that they are contributing the system and helping with the one stop center. Not a lot of changes were needed to the MOU/IFA. With Mr. Moore's assistance, we are making good strides with our partners, but there is more work ahead of us. Ms. Kirsch reviewed the summary document and explained the approximate cost share for partners, noting LWC and Tri-Parish Works bear the brunt of the costs. A motion for approval was made by Mr. Tim Bradbury and seconded by Mr. David Kaufmann. The renewal was approved by a unanimous vote with no objections or abstentions.

### **10. REVIEW AND APPROVAL OF RENEWAL TO ONE STOP OPERATOR AGREEMENT**

Mrs. Kirsch offered some background information on the renewal of this agreement. She shared with members the annual performance review of the deliverables for this contract, which were very favorable. She also reviewed the recommended year three deliverables. Mr. Moore has done a very good job in working with our partner agencies. This recommended action is for the Board to approve a one-year extension to his contract for year three, based on successful positive outcomes. The contract will be from July 1, 2023 through June 30, 2024, with the amount of the annual budget remaining the same at \$54,000. A motion for approval was made by Mr. Jerry Repka and seconded by Mr. Ellis Borque. The motion was approved by a unanimous vote with no objections or abstentions.

### **11. REVIEW AND APPROVAL OF SUMMER YOUTH PROGRAM AGREEMENTS**

Mrs. Kirsch requested approval of the Summer Youth Contracts with Nunez Community College and Northshore Technical. The Nunez contract includes tuition and fees for an EMT youth program as well as the welding oyster reef program that has been supported in previous years. We hope to enroll approximately 15 participants in the two projects. The contract with Northshore Technical will cover their costs to operate the third year of the Career Exploration Academy, in which we will serve approximately 40 youth. She also shared that a work experience project would take place in Plaquemines parish in which the goal was to serve 15 youth. This project does not require a contract since we will pay the wages directly to the participants. Ms. Kirsch shared her excitement for the potential impacts that all these projects can have on the youth of our communities. A few questions were asked and answered, as well as some positive comments on the youth programs. A motion for approval was made by Mr. Keith Espadron and seconded by Mr. Tim Bradbury and unanimously approved with no objections or abstentions.

### **12. REVIEW AND RETROACTIVE APPROVAL OF COOPERATIVE ENDEAVOR AGREEMENT WITH ST. TAMMANY CORP FOR EMERGENCY FINANCIAL MANAGEMENT ASSISTANCE**

Chairman Thriffiley began the conversation reminding board members of the challenges that we have experienced in replacing our long time Fiscal Manager who retired over a year ago. Her replacement was trained thoroughly and worked for a year and a half and resigned to move out of state. Ms. Kirsch very quickly advertised for the position and interviewed quite a few candidates. She hired someone and they quit after 7 days. This left us in a dire situation. Ms. Kirsch shared that due to this emergency, she reached out to St. Tammany Corp. for assistance. They were very happy to assist us by hiring our previous Program Liaison and entering a contract with us for her to provide the Fiscal Manager position. This has provided us with the stability we need for the next year so that we can explore other options that will give us long-term continuity in this very important role. We are currently in conversations with our parish governments to see if this is a role that they would be willing to handle on our behalf. If that doesn't work out, we can try again to find a suitable person that can be appropriately trained. Chairman Thriffiley indicated that this will be a lot of work to ensure we have a good outcome going forward. He asked the board for consideration of retroactively approving this emergency contract. A motion was made by Mr. Lenny Unbehagen, seconded by Mr. Jerry Repka and approved unanimously with no objections or abstentions.

### **13. DISCUSSION ON CREATING SEARCH COMMITTEE FOR NEW EXECUTIVE DIRECTOR**

Chairman Thriffiley stated to the members that he wanted to ensure a smooth and successful process in replacing Ms. Kirsch as Executive Director. He indicated that this topic had been discussed in great detail at the Executive Committee meeting. While Ms. Kirsch is not planning to retire until August 31, 2025, this process will need to get

underway soon. He suggested that a small committee be put together to work with Ms. Kirsch on vetting qualified candidates and selecting the new Director. The goal is to have someone hired and in place by January to allow for an appropriate transition time for adequate training by Ms. Kirsch. The Chairman would like to have to committee chosen by no later than August so that the work can begin. He would like to have representatives from both community colleges, as well as some of our business member representatives. Ms. Kirsch indicated that she would step back from her role as Director once the replacement is hired and serve more in a technical advisor/training role. She would like to reduce her hours somewhat, and would take a pay cut. Mrs. Rachel Mackey asked how or if there was a plan to get the word out regarding this position because of the limited candidate pool right now. Ms. Kirsch indicated that she was aware of a few potential candidates, but that the committee can discuss how wide we want to cast the net to look for the best candidates possible. Mr. Keith Espadron asked if a search firm could be hired, and Mrs. Kirsch stated that this would more than likely be cost prohibitive. Discussion ensued. At this time, a motion for approval was made by Mr. Chris Abadie and seconded by Mr. David Kaufmann. The motion passed by a unanimous vote with no objections or abstentions.

#### **14. UPDATES ON CENTER ACTIVITIES**

Mrs. Kirsch introduced Mr. Dave Maziarz, Interim Director of Planning and Operations, to provide the updates of the center activities. She shared that Mr. Maziarz took Jennifer's place when she resigned and has been working hard to ease staff's fears, making sure everyone is feeling comfortable, but also making sure that the work is continuing to get done. Mr. Maziarz began by reassuring the board members that he was trained well by Jennifer and he was moving forward with many goals and projects that included extending our footprint and awareness within our communities. He was excited to see some measurable gains in these activities, as well as many others. He started his updates with how well the Hurricane IDA grant was going with 21 participants in temporary jobs. He anticipates expending all grant funds by July, even though the grant doesn't expire until August 26<sup>th</sup>. He is excited about having Adult Education classes available in the Center. While it started slow, we now have a nice group of students attending classes onsite. The Center partnered with United Way to bring financial literacy workshops to the Center. These are being scheduled once a month and is another example of expanding our footprint in the community. Also working with other agencies that serve the previously incarcerated, as our goal is to have them re-enter the workforce as soon as possible. In addition, we are trying to expand our work with Veterans and have a new partnership with a non-profit that has a special grant to assist those exiting the military. In terms of performance, we are currently meeting or exceeding 13 of our 15 goals, but our hope is to meet all 15 by the fourth quarter. In looking at Center traffic, calls are up 81% in all Centers, which is a significant number and walk-in traffic is up 32% over the previous year. The AARP grant activities are really starting to pick up as we have been working diligently to increase our outreach efforts. The goal of this project is to reengage the 50+ for entry into the workforce.

#### **15. OTHER BUSINESS**

Mrs. Kirsch shared thanks with the board members for completing their individual financial disclosures.

#### **16. REVIEW OF ACTION ITEMS**

There were no action items for review at this time.

#### **17. 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 10:06 am.

FPD WDB EXPENDITURES TO BUDGET REPORT

Through June 30, 2023

Budget Line Items	ANNUAL BUDGET July 2022 – June 2023	EXPENDITURES THROUGH 6/30/2023	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% w/ OBS	RESERVE FOR FUTURE YEAR 7/23 – 6/24
<b>Tri-Parish Centers - PROGRAM</b>								
Staff Salaries/Fringe	774,449	734,470	94.84%	39,979		39,979	94.84%	0
Operating Costs	134,620	110,061	81.76%	24,559		24,559	81.76%	
<b>Overhead Subtotal</b>	<b>909,069</b>	<b>844,531</b>	<b>92.90%</b>	<b>64,538</b>	0	64,538	92.90%	0
<b>Training/Support for Participants</b>								
Plaquemines	65,577	59,715	91.06%	5,862	45,644	-39,782	160.66%	100,000
St. Bernard	224,414	118,273	52.70%	106,141	54,631	51,510	77.05%	170,000
St. Tammany	710,192	467,833	65.87%	242,359	197,348	45,011	93.66%	229,000
Other Misc. Program Inc.				0				0
<b>Training/Support Subtotal</b>	<b>1,000,183</b>	<b>645,821</b>	<b>64.57%</b>	<b>354,362</b>	<b>297,623</b>	<b>56,739</b>	<b>94.33%</b>	<b>499,000</b>
<b>Disaster Dislocated Worker Grant – Temporary Jobs / Training</b>								
Covid	432,082	432,082	100.00%	0	0	0	100.00%	0
IDA	318,216	292,262	91.84%	25,954	25,954	0	100.00%	0
<b>Disaster Grant Subtotal</b>	<b>750,298</b>	<b>724,344</b>	<b>96.54%</b>	<b>25,954</b>	<b>25,954</b>	<b>115,941</b>	<b>100.00%</b>	
<b>ADMINISTRATION (10%)</b>								
Staff Salaries/Fringe	241,414	221,743	91.85%	19,671		19,671	91.85%	196,028
Operating Costs	65,650	53,000	80.73%	12,650	0	12,650	80.73%	
<b>Admin Total</b>	<b>307,064</b>	<b>274,743</b>	<b>89.47%</b>	<b>32,321</b>	0	32,321	89.47%	196,028
<b>AARP</b>	<b>85,000</b>	<b>27,968</b>	<b>32.90%</b>	<b>57,032</b>		<b>57,032</b>	<b>32.90%</b>	
<b>GRAND TOTALS</b>	<b>3,051,614</b>	<b>2,517,407</b>	<b>82.49%</b>	<b>534,207</b>	<b>323,577</b>	<b>210,630</b>	<b>93.10%</b>	<b>695,028</b>

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FIRST PLANNING DISTRICT

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

Through JUNE 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
<b>GRAND TOTAL</b>	<b>\$ 3,347,991</b>	<b>\$ 514,592</b>	<b>\$ 3,862,583</b>
Anticipated Carryover for 23/24	\$ (499,000)	\$ (196,028)	\$ (695,028)
<b>Total Available for 22/23</b>	<b>\$ 2,848,991</b>	<b>\$ 318,564</b>	<b>\$ 3,167,555</b>

LINE ITEMS	ANNUAL BUDGET July 1, 2022 – June 30, 2023		EXPENDITURES TO DATE JUNE 2023		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe Benefits	\$ 774,449	\$ 241,414	\$ 734,470	\$ 221,743	\$ 39,979	\$ 19,671
System Operator	54,000	19,300	54,000	19,067	0	233
Travel/Mileage	10,000	800	9,891	356	109	444
Conference/Meetings	2,000	1,600	665	266	1,335	1,334
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	5,866	0	634
Supplies	7,000	4,000	4,346	3,272	2,654	728
Furniture/Equipment	4,000	2,000	59	440	3,941	1,560
Rent	15,800	4,300	17,504	4,046	(1,704)	254
Repairs/Maintenance	1,600	1,000	444	529	1,156	471
Telephone/Internet	10,000	3,500	9,845	2,849	155	651
Insurance (GL/Cobra/Surety Bond)	1,100	6,500	969	5,411	131	1,089
Licensing Fees/Assessments	9,400	1,200	3,612	417	5,788	783
Postage	200	1,000	96	423	104	577
Advertisement	370	1,500	60	1,190	310	310
Outreach	5,500	1,000	799	0	4,701	1,000
Professional Development – Staff	2,800	1,500	495	0	2,305	1,500
Professional Dues/WDB	1,960	2,000	0	3,703	1,960	(1,703)
Auto (Gas/Maint/Insurance)	8,490	7,750	7,201	5,080	1,289	2,670
Training & Support - Participants	1,000,183	0	645,821	0	354,362	0
Disaster Temporary Jobs - Covid	432,082	0	432,082	0	0	0
Disaster Temporary Jobs - Ida	318,216	0	292,262	0	25,954	0
AARP Grant	73,500	11,500	27,141	827	46,359	10,673
<b>SUBTOTAL</b>	<b>\$ 2,733,050</b>	<b>\$ 318,564</b>	<b>\$ 2,241,837</b>	<b>\$ 275,570</b>	<b>\$ 491,213</b>	<b>\$ 42,994</b>
<b>Grand Totals</b>		<b>\$ 3,051,614</b>		<b>\$ 2,517,407</b>		<b>\$ 534,207</b>

OJT	\$ 69,105
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	\$ 598,389
WORK EXP	\$ 41,451
DDWG TEMPORARY JOBS	\$ 565,155
SUPPORT	\$ 96,065
	<b>\$ 1,370,165</b>

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

**Month ending JUNE 30, 2023**

Grant/Ending Date	Admin	Program	Total Allocation	Expended thru 06/30/23	Balance	Percent Expended	Obligations	At-Risk	
								Percent of Recapture w/Oblig	by 6/30/23
<b>Adult</b>									
PY21 6/23	10,310	92,792	103,102	103,102	0	100%	0	100%	
FY22 6/23	48,593	437,338	485,931	485,931	0	100%	0	100%	
PY22 6/24	9,336	84,025	93,361	87,674	5,687	94%	0	94%	
FY23 6/24	41,722	375,495	417,217	261,693	155,524	63%	113,449	90%	
FY22 Transfer 6/23	0	100,000	100,000	100,000	0	100%	0	100%	
	109,961	1,089,650	1,199,611	1,038,400	161,211	87%	113,449		
<b>Youth</b>									
PY21 6/23	56,391	507,515	563,906	563,906	0	100%		100%	
PY22 6/24	49,290	443,613	492,903	82,699	410,204	17%	120,538	41%	
PY20 Recaptured 6/23	0	200,000	200,000	200,000	0	100%			
	105,681	1,151,128	1,256,809	846,605	410,204	67%	120,538		
<b>Dislocated Worker</b>									
PY21 6/23	16,480	148,326	164,806	164,806	0	100%	0	100%	
FY22 6/23	62,700	464,304	527,004	527,004	0	100%	0	100%	
PY22 6/24	13,943	125,484	139,427	129,478	9,949	93%	0	93%	
FY23 6/24	49,526	445,735	495,261	9,789	485,472	2%	63,635	15%	
FY21 Recaptured 6/23	0	200,000	200,000	200,000	0	100%	0		
	142,649	1,383,849	1,526,498	1,031,077	495,421	68%	63,635		
DDWG Covid 12/22	203,298	2,079,686	2,282,984	2,106,474	176,510	92%		92%	176,510
DDWG Hur Ida 8/23	38,000	342,000	380,000	335,232	44,768	88%	44,768	100%	0
<b>Grand Total</b>	<b>599,589</b>	<b>6,046,313</b>	<b>6,645,902</b>	<b>5,357,788</b>	<b>1,288,114</b>		<b>342,390</b>		
<b>AARP Grant 12/23</b>	<b>11,500</b>	<b>73,500</b>	<b>85,000</b>	<b>27,968</b>	<b>57,032</b>	<b>33%</b>		<b>33%</b>	



**FIRST PLANNING DISTRICT  
WORKFORCE DEVELOPMENT BOARD  
TWO-YEAR BUDGET  
JULY 1, 2023 THROUGH JUNE 30, 2025**

*Agenda Item #7  
Action Item*

Total Funds available through June 2025	PROGRAM	ADMINISTRATION	TOTAL
Total Carryover Funds	914,019.00	152,818.00	1,066,837.00
New Allocation 2023/2025	1,506,022.00	167,336.00	1,673,358.00
AARP	25,159.00	6,924.00	32,083.00
DDWG IDA	33,999.00	10,769.00	44,768.00
<b>GRAND TOTAL</b>	<b>2,479,199.00</b>	<b>337,847.00</b>	<b>2,817,046.00</b>

EXPENDITURE LINE ITEMS	ANNUAL BUDGET		RESERVE		ALL YEARS GRAND TOTALS
	July 1, 2023 – June 30, 2024		July 1, 2024 – June 30, 2025		
	PROGRAM	ADMIN	PROGRAM	ADMIN	
Staff Salaries/Fringe incl. AARP	972,204.00	79,013.00		80,000.00	1,131,217.00
OSO PROG/Salaries Contract- ADMIN	54,000.00	75,993.00		45,000.00	174,993.00
Travel/Mileage	12,000.00	2,000.00		1,000.00	15,000.00
Conference/Meetings	3,000.00	700.00			3,700.00
Unemployment Insurance	0.00				0.00
Staff Drug Screen/new hire	250.00	200.00			450.00
Accounting Services		6,500.00		2,500.00	9,000.00
Supplies	7,000.00	4,000.00			11,000.00
Furniture/Equipment	3,000.00	2,600.00			5,600.00
Rent	20,000.00	3,000.00		2,500.00	25,500.00
Repairs/Maintenance	1,200.00	1,000.00			2,200.00
Telephone/Internet	11,000.00	2,500.00		1,500.00	15,000.00
Insurance (GL/Cobra/Surety Bond)	1,450.00	6,000.00		3,500.00	10,950.00
Licensing Fees/Assessments	5,000.00	300.00			5,300.00
Postage	700.00	500.00			1,200.00
Advertisement	500.00	1,800.00			2,300.00
Outreach	7,500.00	0.00			7,500.00
Professional Development – Staff	7,500.00	1,500.00			9,000.00
Professional Dues	1,500.00	3,800.00			5,300.00
Auto (Gas/Maint/Insurance)	10,500.00	7,000.00		3,441.00	20,941.00
Training & Support - Participants	1,075,487.00		251,409.00		1,326,896.00
Disaster - IDA	33,999.00				33,999.00
Misc. Program Income					0.00
					0.00
<b>SUBTOTAL</b>	<b>2,227,790.00</b>	<b>198,406.00</b>	<b>251,409.00</b>	<b>139,441.00</b>	<b>2,817,046.00</b>

2817046.00

Submitted By:

*Melissa Kirsch*

Melissa Kirsch, WDB Executive Director

Concurrence of:

President Michael Cooper, CEO to the Board

Approved by the Workforce Development Board on

**First Planning District  
Salary/Benefit Schedule  
7/1/2023 thru 6/30/24**

#7

Office/Location	Position	Annual Salary	Benefits						Total Benefits	Total Salary & Benefits	
			Monthly Health	Monthly Life	Retirement 0.115	Medicare 0.0145	Workmans Comp	Soc Sec 0.062			
Admin	Exec Director - New (6 mo)	\$ 35,000.00	\$ 706.24	\$ 11.63	\$ 4,025.00	\$ 507.50	\$ 217.00	\$ 7,644.24	\$ 42,644.24	\$ 42,644.24	
	Exec Director - Kirsch (6 mo)	\$ 37,887.96	\$ 1,172.33	\$ 11.63	\$ 4,357.12	\$ 549.38	\$ 234.91	\$ 12,245.16	\$ 50,133.12		
	Tech Advisor-Kirsch 32 hr (6 mo)	\$ 28,000.00	\$ 1,172.33	\$ 11.63	\$ 3,220.00	\$ 406.00	\$ 173.60	\$ 10,903.36	\$ 38,903.36	\$ 89,036.48	
	Fiscal Manager (contract)					\$ -		\$ -	\$ -		
	Program Liason - Fontenot	\$ 45,000.00	\$ 706.24	\$ 11.63	\$ 5,175.00	\$ 652.50	\$ 117.00	\$ 14,558.94	\$ 59,558.94	\$ 59,558.94	
	Monitor/Technical Advisor	\$ 26,000.00				\$ 377.00	\$ 161.20	\$ 538.20	\$ 26,538.20	\$ 26,538.20	
Subtotals		\$ 171,887.96						\$ 45,889.90	\$ 217,777.86		
St. Tam Center	Dir Plan and Op - Maziarz 1 mo	\$ 4,833.32	\$ 688.37	\$ 11.63	\$ 555.83	\$ 70.08	\$ 29.97	\$ 9,055.88	\$ 13,889.20		
	Dir Plan and Op - Maziarz 11mo	\$ 56,833.33			\$ 6,535.83	\$ 824.08	\$ 352.37	\$ 7,712.28	\$ 64,545.61	\$ 78,434.81	
	Center Manager - Chitwood 2mo	\$ 7,083.32	\$ 688.37	\$ 11.63	\$ 814.58	\$ 102.71	\$ 43.92	\$ 9,361.21	\$ 16,444.53		
	Center Manager - Chitwood 10mo	\$ 37,500.00			\$ 4,312.50	\$ 543.75	\$ 232.50	\$ 5,088.75	\$ 42,588.75	\$ 59,033.28	
	Dir. Bus Services - Shea	\$ 63,600.00	\$ -	\$ 11.63		\$ 922.20	\$ 394.32	\$ 1,456.08	\$ 65,056.08	\$ 65,056.08	
	Bus Serv Rep - Jarrow 2 mo	\$ 7,666.64	\$ 688.37	\$ 11.63	\$ 881.66	\$ 111.17	\$ 47.53	\$ 9,440.36	\$ 17,107.00		
	Bus Serv Rep - Jarrow 10 mo	\$ 40,000.00			\$ 4,600.00	\$ 580.00	\$ 248.00	\$ 5,428.00	\$ 45,428.00	\$ 62,535.00	
	Dir Youth Services - Davillier	\$ 46,999.92	\$ 706.24	\$ 11.63	\$ 5,404.99	\$ 681.50	\$ 291.40	\$ 14,992.33	\$ 61,992.25		
	Yth Career Spec - Vacant 9mo	\$ 26,250.00	\$ 706.24	\$ 11.63	\$ 3,018.75	\$ 380.63	\$ 162.75	\$ 12,176.57	\$ 38,426.57	\$ 38,426.57	
	Career Spec 2 - Salazar 2 mo	\$ 6,266.68	\$ 706.24	\$ 11.63	\$ 720.67	\$ 90.87	\$ 38.85	\$ 9,464.83	\$ 15,731.51		
	Career Spec 2 - Salazar 10 mo	\$ 33,840.00			\$ 3,891.60	\$ 490.68	\$ 209.81	\$ 4,592.09	\$ 38,432.09	\$ 54,163.60	
	Career Spec 2 - Gazaway 2 mo	\$ 18,000.00	\$ 706.24	\$ 11.63	\$ 2,070.00	\$ 261.00	\$ 111.60	\$ 11,057.04	\$ 29,057.04		
	Career Spec 2 - Gazaway 10 mo	\$ 18,720.00			\$ 2,152.80	\$ 271.44	\$ 116.06	\$ 2,540.30	\$ 21,260.30	\$ 50,317.34	
	Career Spec 2 - Weary 2 mo	\$ 5,833.32	\$ 688.37	\$ 11.63	\$ 670.83	\$ 84.58	\$ 36.17	\$ 9,191.58	\$ 15,024.90		
	Career Spec 2 - Weary 10 mo	\$ 31,666.60			\$ 3,641.66	\$ 459.17	\$ 196.33	\$ 4,297.16	\$ 35,963.76	\$ 50,988.66	
	Career Spec 2 - Leonard 2 mo	\$ 6,183.32	\$ 706.24	\$ 11.63		\$ 89.66	\$ 38.34	\$ 383.37	\$ 9,125.80	\$ 15,309.12	
	Career Spec 2 - Leonard 10 mo	\$ 33,390.00				\$ 484.16	\$ 207.02	\$ 2,070.18	\$ 2,761.35	\$ 36,151.35	\$ 51,460.47
	Recieptonist - Quates 11 MO	\$ 26,693.26	\$ 704.24	\$ 11.63	\$ 3,069.72	\$ 387.05	\$ 69.40	\$ 12,116.62	\$ 38,809.88	\$ 38,809.88	
	Career Spec 2 - Dennis 6 mo	\$ 17,750.04	\$ 688.37	\$ 11.63	\$ 2,041.25	\$ 257.38	\$ 110.05	\$ 10,808.68	\$ 28,558.72		
	Career Spec 2 - Dennis 6 mo	\$ 18,459.96			\$ 2,122.90	\$ 267.67	\$ 114.45	\$ 2,505.02	\$ 20,964.98	\$ 49,523.70	
St Tammany - 60%	Career Spec 2 - Tijerina 2 mo	\$ 6,016.64	\$ 688.37	\$ 11.63	\$ 691.91	\$ 87.24	\$ 37.30	\$ 9,216.46	\$ 15,233.10		
St Beranrd - 40%	Career Spec 2 - Tijerina 10 mo	\$ 31,083.20			\$ 3,574.57	\$ 450.71	\$ 192.72	\$ 4,217.99	\$ 35,301.19	\$ 50,534.29	
		\$ 544,669.55						\$ 166,606.38	\$ 711,275.93		
St. Bernard Center	Career Spec 2 - Tinguee 2 mo	\$ 6,333.32	\$ 688.37	\$ 11.63	\$ 728.33	\$ 91.83	\$ 39.27	\$ 9,259.43	\$ 15,592.75		
	Career Spec 2 - Tinguee 10 mo	\$ 33,566.60			\$ 3,860.16	\$ 486.72	\$ 208.11	\$ 4,554.99	\$ 38,121.59	\$ 53,714.34	
St Bernard - 75%	Career Spec 1 - White 2 mo	\$ 6,000.00	\$ 706.24	\$ 11.63	\$ 690.00	\$ 87.00	\$ 37.20	\$ 9,428.64	\$ 15,428.64		
Plaquemines - 25%	Career Spec 1 - White 10 mo	31,666.60			\$ 3,641.66	\$ 459.17	\$ 196.33	\$ 4,297.16	\$ 35,963.76	\$ 51,392.40	
Subtotals		\$ 77,566.52						\$ 27,540.22	\$ 105,106.74		
Plaquemines	Career Spec 2 (Vacant) PT 9 mo	\$ 15,750.00				\$ 228.38	\$ 97.65	976.50	\$ 1,302.53	\$ 17,052.53	\$ 17,052.53
Totals		\$ 809,874.03	13,517.41	220.97	76,469.33	11,743.17	4,763.12	3,430.05	\$ 241,339.01	\$1,051,213.04	

#7

**Projected Cost for Current Executive Director for next Fiscal Year (2024/2025)**

**Two Months Salary/Benefits for July and August 2024**

Salary	\$ 9,333.33
Benefits	<u>\$ 3,634.45</u>
Total	\$12,967.78

**Vacation Payout**

160 hours (4 weeks) / 133.28 hours (accrued through August)

; = Total hours 293.28

Salary	\$7,895.98
Benefits	<u>\$ 163.44</u>
Total	\$8,059.42

**GRAND TOTAL:        \$21,027.20**



**WDB Executive Director**  
Melissa Kirsch  
\$76,000

**One-Stop Operator**  
Bryan Moore  
Contract

**Monitor/Technical Assistance**  
Anthony Martinez  
\$26,000 part time

**WIOA Program Liaison & EO Coordinator**  
Xavier Fontenot  
\$45,000

**Fiscal Manager**  
Ellen Ortiz  
Contract

**Director of Operations and Planning**  
Dave Maziarz  
\$62,000

**Director, Business Services**  
Don Shea  
\$63,600

**Director of Youth Services & Training Development**  
Denise Davillier  
\$47,000

**Interim Center Manager**  
Stacie Chitwood  
\$45,000 St. Tammany

**Business Services Representative**  
Luan Jarrow  
\$48,000

**Youth Services Coordinator 2**  
Eshambraquic White  
\$38,000 St. Bernard

**Career Specialist 2**  
Joyce Tinguee  
\$40,280 St. Bernard

**Career Specialist 2**  
Debbie Leonard  
\$40,068 St. Tammany

**Receptionist**  
Jessica Quates  
\$29,120 St. Tammany

**Youth Services Coordinator 1**  
Vacant  
\$34,000

**Receptionist**  
Linda Webb  
Senior Program St. Bernard

**Career Specialist 1**  
Vanessa Tijerina  
\$37,300 St. Tammany

**Resource Assistant - LRS**  
Haley Egan  
Work Exp Participant St. Tammany

**Receptionist**  
Anita Shelly  
Senior Program Staff St. Bernard

**Career Specialist 2 (R & P)**  
Alexis Salazar Young  
\$40,068 St. Tammany

**Resource Assistant - TPW**  
Curtis Lewis  
Work Exp Participant St. Tammany

**Receptionist/LAMIP Support**  
Zackariah Martin  
Work Exp Participant St. Bernard

**Career Specialist 2 (R & P)**  
Jeremiah Weary  
\$38,000 St. Tammany

**Resource Assistant - TPW**  
Makayla Quezad  
Work Exp Participant St. Tammany

**Career Specialist 2 (Job Development)**  
Lathan Dennis  
\$35,500 St. Tammany

**Career Specialist 2 (AARP)**  
Andrea Gazaway  
\$36,000 St. Tammany

**Career Specialist 1**  
Vacant  
\$34,000

**Regional Supervisor**  
Rachel Mackey  
LWC

**Workforce Development Spec 3**  
Bernie Springmann  
LWC - Wagner Peysr

**Workforce Development Spec**  
Amy Edwards  
LWC - Wagner Peysr

**Workforce Development Spec**  
Vacant  
LWC - RESEA

**Workforce Development Spec**  
Vacant  
LWC - Job Postings

**Veteran Representative**  
Gordon Given  
LWC - DVOP

\*LWC: funded staff  
\* Salary from another source  
\* Vacant positions

## **Brief Description of Staff Positions**

Workforce Board Executive Director – Overall management and oversight of local workforce area federal funding. Guides direction of Board and Centers.

Fiscal Manager – Oversees and directs the accounting, financial auditing and reporting, and budgeting for all grants and programs

Program Liaison – Serves as Liaison between Admin. office and Centers. Handles tracking of all contracts and participant obligations, as well as accounts payable functions. Also serves as the Equal Opportunity representative for the local area.

One-Stop Operator – As required by federal law, is contract position that assists the Board in the collaboration and coordination of all required WIOA system partners.

Compliance Monitor/Technical Advisor (PT) – Monitors all internal program activities/contracts and provides guidance regarding WIOA law and MIS processes.

Director of Operations & Planning – Oversees the implementation of WIOA Center services and activities within the tri-parish area, including strategic planning and alignment to the Workforce Board's vision and goals.

Center Manager – Ensures all Center functions are staffed appropriately and workload is organized to facilitate implementation of system goals, including the daily supervision of staff work activities.

Director of Business Services – Identify business needs, propose solutions to human resource challenges, connect to and coordinate with a variety of business resources, and promote services and programs of the Tri-Parish Works Career Centers and partner agencies within the local area.

Business Services Representative – Maintain regular contact and working relationships with the business community, conducting activities to forge a professional rapport and become an integral part of this group. Also handles all outreach efforts for the local area including website management, social media posts, and other marketing materials.

Director of Youth Services – In addition to performing the responsibilities of a Career Specialist, also provides supervision, direction, and training to Youth staff.

Career Specialist 1 & 2 - Provides career counseling, intensive job readiness, job search and placement assistance, case management, and training and follow-up services to WIOA eligible participants.

Receptionist – Answers Center phone and greets customers, as well as assisting individuals in resource area.

Agenda Item #8  
Action Item

FIRST PLANNING DISTRICT  
SALARY SCHEDULE

PROPOSED UPDATES AUGUST 2023

POSITION	Current Range	Proposed Range
Workforce Board Executive Director	\$65,000 - \$75,000	\$70,000 - \$85,000
Director of Planning & Operations	\$60,000 - \$70,000	\$60,000 - \$75,000
Fiscal Manager	\$54,000 - \$64,000	Same
Program Liaison	\$45,000 - \$60,000	\$45,000 - \$58,000
Center Manager (Comprehensive Center)	\$45,000 - \$55,000	Same
Center Supervisor (Satellite Center)	\$40,000 - \$50,000	Same
Director of Business Services	\$54,000 - \$64,000	Same
Business Services Representative (BSR)	\$42,000 - \$52,000	Same
Director, Youth Services & Training Development	\$42,000 - \$52,000	\$45,000 - \$55,000
Career Specialist 2	\$34,000 - \$44,000	\$37,000 - \$48,000
Career Specialist 1	\$32,000 - \$42,000	\$33,000 - \$42,000
Receptionist	\$25,000 - \$32,000	Same
Monitor – Part-Time	\$22 - \$27 an hour	Same

First Planning District Workforce Development Board – LWDA 10		
Policy Number: <b>111-16</b>	Policy Name: <b>Priority of Service</b>	
Director: <b>Melissa Kirsch</b>	Signature:	Effective Date: June 1, 2016 Revision 1: <b>August 23, 2023</b>

**Purpose:** To establish a Priority of Service for Adults at the FPD Business & Career Solutions Centers.

**References:** WIOA Title 1 Section 3(24) and Section 134  
**USDOL TEGL 3-15, 10-09, and 7-20**

**Policy:** It shall be the policy of the FPD WDB that priority of service shall be given to WIOA clients as follows:

1. Veterans and eligible spouses
2. Recipients of public assistance
3. Other low-income individuals
4. Individuals who are basic skills deficient
5. Individuals with disabilities that are recipients of public assistance and/or low income

In addition to the above listed priority groups, it is expected that residents of Plaquemines, St. Bernard and St. Tammany parishes will be given priority over residents of other local areas.

This policy does not apply to Dislocated Workers or National Emergency Grants or other discretionary grants that have specific eligibility populations identified within the scope of the grant agreement.

Veterans and eligible spouses continue to receive priority of service for all USDOL-funded job training programs, which include WIOA programs. However, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA, priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority of services provided with WIOA adult formula funds.
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.)
3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Last, to non-covered persons outside the groups given priority under WIOA.

**Note:** When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts

would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority.

This policy should not be construed to mean that only those in the priority groups listed above may be served with WIOA funds. It is expected that a minimum of 51% of those served will fall into one of these priority groups. Regardless of whether an individual is in a priority group or not, justification for any services/activities being provided is mandatory.

Tracking of the priority group of participants enrolled in WIOA activities will be the responsibility of the Tri-Parish Works Career Centers. The FPD WDB will monitor and ensure compliance with this requirement.



#9

First Planning District Workforce Development Board – LWDA 10		
Policy Number: <b>110-16</b>	Policy Name: <b>Adult &amp; Dislocated Worker Eligibility and Activities</b>	
Director: <b>Melissa Kirsch</b>	Signature:	Effective Date: June 1, 2016 <b>Revision 1:</b> <b>August 23, 2023</b>

**Purpose:** To establish eligibility criteria and documentation requirements for activities under the WIOA Title 1 program for Adults and Dislocated Workers.

**Policy:**

The First Planning District Workforce Development Board has adopted the Louisiana Workforce Commission’s Policy Number OWD 2-24.2, titled WIOA Adult and Dislocated Worker Eligibility Policy dated July 1, 2015. See Attachment 1 for additional guidance and definitions related to Dislocated Worker eligibility.

The above referenced State policy which is attached herein outlines general eligibility and documentation requirements for the WIOA Title 1 Adult and Dislocated Worker programs and activities. It also defines Self-Sufficiency as it relates to employed individuals.

The WDB has chosen to adopt the LWC policy requirements with these additional provisions:

Case management is to be an on-going process for WIOA participants and should include regular case noting of pertinent information and activities. Justification of training and/or supportive services must be included as a case note with the subject line indicating such and/or within the Individual Employment Plan (IEP).

In addition and based on WIOA law, Follow-up services must be provided, as appropriate, for Adult and Dislocated Worker participants who are placed in unsubsidized employment, for up to 12 months after their first day of employment. All follow-up services provided, including counseling activities, must be appropriately documented as either a case note, in the IEP or in the Follow-up section of HiRE. The information specified must be sufficient to understand what services are being provided through follow-up services.

#9

First Planning District Workforce Development Board – LWDA 10		
Policy Number: <b>122-17</b>	Policy Name: <b>PARTICIPANT EXIT AND FOLLOW-UP POLICY</b>	
Director: <b>Melissa Kirsch</b>	Signature:	Effective Date: September 13, 2017 <b>Revision 1:</b> <b>August 23, 2023</b>

**Purpose:** The purpose of this policy is to establish participant exit and follow-up guidance for Adult, Dislocated Worker, Youth and Wagner Peyser programs.

**References:** Workforce Innovation and Opportunity Act Section 680.150, 681.580

**Policy/Procedure:**

**A. PARTICIPANT EXITS**

1. As defined for the purpose of performance calculations, exit is the point after which a participant who has received services through any program meets the following criteria:
  - ▶ For the adult, dislocated worker, and youth programs, authorized under WIOA Title I and the Employment Service Program authorized under the Wagner-Peyser Act, as amended by WIOA Title III, the exit date is the last date of service.
  - ▶ Exit occurs after participants receive no services for 90 days (referred to as "system exit" or "soft exit"). Exit will occur automatically based on actual end dates of keyed services/activities. This does not include self-service or follow-up services.
2. Case notes should support the last date of WIOA services provided with activity end dates that accurately reflect the actual last service provided. In some cases, WIOA activities may be completed but the participant continues to receive Wagner Peyser services, which will extend program exit.
3. Exit is often triggered by completion of training, successful transition into employment, or loss of contact -- all of which should be documented in cases notes with corresponding activity end dates. At the point of exit, participants will then be included in all performance calculations.
4. The following reasons for exit will exclude someone from performance and follow-up:
  - Institutionalized: the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.
  - Health/Medical: the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
  - Deceased: the participant is deceased.

- Reserve forces called to active duty: the participant exits the program because he or she is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
- Foster care: the participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only)
- Ineligible: the participant, who was determined to be eligible, is later determined not to have met eligibility criteria.
- Criminal offender: the participant is a criminal offender in a correctional institution under Section 225 of WIOA.

Exclusions must be documented in case notes.

## **B. ADULT/DISLOCATED WORKER FOLLOW-UP SERVICES**

1. Follow-up services must be made available and/or offered to participants, who were assessed as needing follow-up services, for a minimum of 12 months following the first day of employment OR the WIOA program exit date for participants who are not actively employed. These services may include, but not be limited to the following:
  - Guidance/counseling on success in the workplace and career progression
  - Provide a continuing link between the participant and the workforce system
  - Guidance on skill development/further education
  - Financial literacy and budgeting assistance
  - Referral to supportive services available in the community
2. A minimum quarterly contact is required for the 12 month follow-up period for any participants determined in need of this service.
3. Exceptions to the follow-up services requirement include:
  - Staff have made reasonable attempts (3) to contact a participant with no response. Each attempt to contact must be documented in HiRE and multiple methods utilized, such as phone call, text and/or email).  
Participant has notified staff that they no longer need or want follow-up services or contact. This must be documented in HiRE case notes.
4. WIOA funds may not be expended on adults/dislocated workers *after exit* has occurred.
5. A participant can be re-enrolled in WIOA programs 90 days after exit. New eligibility must be completed. Staff should consider past and current circumstances when determining if re-enrollment is appropriate.
6. All WIOA Title I Adult and Dislocated Worker follow up activities shall be recorded in HiRE as F-Code follow up activities reflecting the services provided. A case note is also required describing the service and the interaction with the exited participant.

### **C. YOUTH FOLLOW-UP SERVICES**

1. After exit from all programs, all youth participants are **required** to receive 12 months of follow-up services (681.580). The frequency and type of follow-up provided should be based on the need of the youth during the 12 month period after exit. These services should continue to support the participant as they move forward in adult roles and responsibilities. Staff should approach follow-up services in a manner that will assist with successful transition and completion of program goals for successful performance outcomes. The delivery of follow-up services becomes increasingly important and may influence outcomes such as retention and earnings of participants.
2. While some youth will need more intensive or frequent follow-up services than others (especially if newly employed), quarterly follow-up is a minimum expectation for each youth. Each follow-up services and attempt should be documented in HiRE and case notes as appropriate.
3. Examples of follow-up services that should be provided when appropriate include:
  - Guidance on soft skills and employment retention
  - Referrals to community resources
  - Additional job search assistance
  - Guidance on handling life situations that have occurred
  - Promotion of center services and additional education if needed
  - Leadership development activities
  - Other services that assist in completing WIOA goals
4. WIOA services may be provided and WIOA funds (such as supportive services and training) may be expended on youth during follow-up services given it is part of their follow-up plan and supports completion of WIOA goals. Paid work experience is not permitted during the follow-up period.
5. In the event staff are unable to make contact with the participant, efforts can also be made by mailings, emails, and/or social media and should be documented.
6. At the end of each quarter during the follow-up year, staff should document the services provided. If the participant has earned a credential or entered advanced training/military after exit, this should be documented in the quarter in which it occurred (which will positively impact performance outcomes).
7. Staff are responsible for tracking youth follow-up and being aware of upcoming exits that may occur.
8. A participant may be re-enrolled in WIOA programs 90 days after exit. New eligibility must be completed. Staff should consider past and current circumstances when determining if re-enrollment is appropriate.

### **D. PERFORMANCE INDICATORS**

1. After exit from all programs, participants will be included in the WIOA established common performance measures (which apply across the four core programs authorized by the Act). Common performance measures included:
  - Entered Employment Rate
  - Retention Rate
  - Median Earnings

- Credential Rate
- In Program Skills Gain
- Effectiveness in Serving Employers

2. Given that most measures are calculated after exit, it is important for staff to understand how follow-up/exit services may impact performance outcomes. Will all measures, case notes should support the data in the management information system (HiRE).

For example, **credential attainment** for participants, can be earned up to one year after exit. Credentials earned after exit, must be accounted for in the corresponding follow-up quarter it is earned in order for credit to be received.

Measures related to **entered employment, employment retention, and earnings** have data that is pulled from a separate wage system at the 2<sup>nd</sup> and 4<sup>th</sup> quarter after exit. While this data is not entered by staff (it is reported by employers), staff should be providing the necessary basic services to ensure that participants continue to be employed after exit in order to positively impact performance outcomes.

For youth **retention in education/training**, staff must complete the quarterly follow-up in the HiRE system for the 2<sup>nd</sup> and 4<sup>th</sup> quarters if the participant remains in training in order to positively impact the measure. Staff should consider what follow-up services may be needed to assist youth with retention in education and/or employment.

**Program skills gain** is the only measure captured during active enrollment.

3. While participants should exit when services are complete, staff should consider how the exit date, the planned start date of employment/military/education and quarterly timeframes in order to maximize positive performance outcomes when possible.

FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT AREA  
PRIVACY POLICY

This Privacy Policy governs the manner in which First Planning District (FPD), doing business as Tri-Parish Works, collects, uses, maintains and discloses information collected from users of the triparishworks.net ("Site"). This privacy policy applies to the Site and all services offered by Tri-Parish Works.

PERSONAL IDENTIFICATION INFORMATION

We may collect personal identification information from Users in a variety of ways, including, but not limited to, when Users visit our site, register on the site, subscribe to newsletters, respond to a survey or fill out a form, and in connection with other activities, services, features or resources we make available on our Site. Users may be asked for, as appropriate, name, email address, mailing address and phone number. Users may, however, visit our Site anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personal identification information, but it may prevent them from engaging in certain Site-related activities.

NON-PERSONAL IDENTIFICATION INFORMATION

We may collect non-personal identification information about Users whenever they interact with our Site. Non-personal identification information may include the browser name, the type of computer and technical information about Users' means of connection to our Site, such as the operating systems and the Internet service providers utilized and other similar information.

WEB BROWSER COOKIES

Our Site may use cookies to enhance User experience. A User's web browser places cookies on his or her hard drive for record-keeping purposes and sometimes to track information about them. Users may choose to set his or her web browser to refuse cookies, or to alert them when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

HOW WE USE COLLECTED INFORMATION

Tri-Parish Works may collect and use Users' personal information for the following purposes:

1. To Improve Customer Service – Information you provide helps us respond to your customer service requests and support needs more efficiently.
2. To Personalize User Experience – We may use information in aggregate to understand how our Users as a group use the services and resources provided on our Site.
3. To Improve Our Website – We may use feedback you provide to improve our services, to run a promotion, survey or other site feature, and/or to send Users information they agreed to receive about topics we think will be of interest to them.
4. To Send Periodic Emails – We may use the email address to respond to Users' inquiries, questions, and/or other requests. If User decides to opt-in to our mailing list, they will receive emails that may include agency news, updates, related service information, etc. If at any time the

User would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

#### HOW WE PROTECT YOUR INFORMATION

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

#### SHARING YOUR PERSONAL INFORMATION

We do not sell, trade, or rent Users' personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our Board and/or partners and trusted affiliates for the purposes outlined above. We may use third-party service providers to help us operate our organization and the Site or administer activities on our behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes provided that you have given us your permission.

#### THIRD-PARTY WEBSITES

Users may find advertising or other content on our Site that links to the sites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites that have a link to our Site, is subject to that website's own terms and policies.

#### CHANGES TO THIS PRIVACY POLICY

Tri-Parish Works has the discretion to update this privacy policy at any time. When we do, we will post a notification on the main page of our Site. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

#### YOUR ACCEPTANCE OF THESE TERMS

By using this Site, you signify your acceptance of this policy and terms of service. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance if those changes.

**FIRST PLANNING DISTRICT**

**WORKFORCE DEVELOPMENT BOARD**

**Proposed Plan for  
Executive Director Replacement and Transition  
Prepared for August 23<sup>rd</sup>, 2023 Board meeting**

<b>Action Items</b>	<b>Responsible Party</b>	<b>Due Date</b>
<b>July through September 2023</b>		
Create Board "Search Committee"	Executive Committee	July 26, 2023
Review current Executive Director Job Description and revise as necessary	Search Committee	September 15, 2023
Recommend starting salary range for replacement	Search Committee	September 15, 2023
Determine scope of search and methods to advertise	Search Committee	September 15, 2023
Finalize Internal and External Job Postings	M. Kirsch	September 30, 2023
<b>October 2023</b>		
Post position internally for 4 days and collect resumes for any interested staff member	M. Kirsch	October 2, 2023
Post externally and begin collecting resumes	M. Kirsch	October 2, 2023
Determines process for candidate reviews and subsequent interviews	Search Committee	October 27, 2023
<b>November 2023</b>		
Share resumes with committee for review and next steps	M. Kirsch	November 1, 2023
Conduct candidate first interviews	Depends on committee recommendations	November 6 – 10, 2023
Review outcomes of first interviews	Search committee	November 13 – 14, 2023
Provide update to Full membership at Board meeting	Search committee	November 15, 2023
Schedule second interviews for first week in Dec.	M. Kirsch	November 27 – 28, 2023
<b>December 2023</b>		
Conduct second interviews	Search committee	December 4 – 8, 2023
Choose preferred candidate	Search committee	December 11 – 12, 2023
Tentative offer made contingent on full Board approval	M. Kirsch	December 14, 2023
<b>January 2024</b>		
Request Board approval at first meeting of calendar year	Search committee	January 10, 2023
On-board new Executive Director	M. Kirsch	January 15, 2023
Existing Director moves to support/training position	M. Kirsch	January 15, 2023
<b>February thru August 2024</b>		
Training and support provided to ease transition	M. Kirsch	On-going
M. Kirsch retires on August 31, 2024!		



## Job expert pushes back on cultural 'stigma' having a 'disturbing' impact on skilled work, generational handoff

Blue-collar jobs see double-digit demand as industries try to integrate US supply chain

By Kristen Altus FOXBusiness - Published August 4, 2023

A cultural stigma around traditional "blue-collar" jobs runs alive and well — and could potentially hurt the next workforce generation and America's infrastructure.

"You're building a future for your family. You're learning the work ethic that leads to good souls for your kids. There's more to it than just work," RedBalloon CEO Andrew Crapuchettes told Fox News Digital. From electricians and plumbers to homebuilders and stonemasons, the U.S. labor market is seemingly desperate to fill skilled labor positions. Since the start of this year, there have been more than 770,000 skilled job postings from nearly 95,000 different employers across the country, according to data from PeopleReady Skilled Trades.

Data points from that same study indicate that demand for carpenters has gone up 23% from March to May, while stonemasons are up 45% and construction laborers are experiencing an 18% demand surge in the same time period. The sudden demand boom likely comes from efforts to vertically integrate America's supply chains after pandemic and geopolitical disruptions, Crapuchettes argued, but a crucial part of the puzzle is currently missing.

"Unfortunately, we have this cultural issue where a lot of the baby boomers, which are one of the wealthiest generations ever, is they've passed down to the next generation, they said, 'I worked really hard in a factory, or I worked really hard early on, and then I was able to build a career, and I don't want that for my kids or my grandkids,'" the CEO explained. "And so there's this cultural stigma associated with those blue-collar, mixed-collar jobs," he added. "There are lots of opportunities to work hard, not build \$200,000 of school debt, and still be able to support a family and live a really good life. But there's a stigma associated with this." The labor marketplace expert also pointed out that younger workers are part of a "social media generation" that have been swayed towards white-collar jobs.

"There's just people that don't want to go into this space. They don't want to be doing construction. They don't want to be doing long hours out in the sun or out in the cold winter," Crapuchettes said. "But we need people who are going to build houses. I'm less concerned about the frequent housing booms and busts that are associated, because we don't have enough people to get the job done."

Younger generations are "not used to the rigor" associated with construction, manufacturing, oil drilling and other industries, the CEO expanded. "And so we have a generation that has not had to work hard, has not experienced the blisters and the calluses that come along with chopping wood all day," Crapuchettes said. "And so they don't want to go into that type of work. But it's actually good for your soul."

While he doesn't believe the skilled labor shortage could push the housing market to fall "off a cliff," Crapuchettes did say it adds a barrier to affordable housing. "You're just going to have demand for houses and you're going to have prices going up," he said. "People need to focus on getting those jobs [filled], getting the training so that we can have better housing at an affordable price."