

**“Celebrating Successes and Continuing to Move the Needle”**

**RETREAT AGENDA**

**Wednesday, February 15th, 2023**

**8:30am – 1:30pm**

**Nunez Community College, Music Room  
3710 Paris Road, Chalmette, Louisiana**

- 8:30am Coffee and Networking
- 9:00 Welcome and Introductions - Alan Thriffiley, Board Chairman
- 9:05 Invocation – Melissa Kirsch, Executive Director
- 9:10 Swearing in of New Board members
- 9:15 Review and Approval of Minutes from September 23, 2022 (Action Item)
- 9:20 Review and Approval of Budget Revision (Action Item)
- 9:25 Review and Approval of Revised Supportive Services Policy (Action Item)
- 9:30 Review of Committee goals, members, meeting dates
- 9:35 Public Comment Period
- 9:40 Recap of Year, Sharing Successes - Jennifer Barnett, Director of Planning & Operations
- 9:55 Partner Updates/Successes – Jim Carlson, Northshore Technical Community College  
Lenny Unbehagen, Nunez Community College  
Rachel Mackey, Louisiana Workforce Commission  
Charlene Bonck, Louisiana Rehabilitation Services  
Runajia Vicksbrown, Depart of Children & Family Services
- 10:45 Updates/Highlights from: Plaquemines Association of Business & Industry  
St. Bernard Economic Development Agency  
St. Tammany Corporation  
Port of New Orleans
- 11:45 Break
- 12:00pm Lunch – Special Presentation
- 12:40 Board strategic discussion to determine necessary work moving forward
- 1:25 Closing Remarks, Chairman Alan Thriffiley

## FIRST PLANNING DISTRICT WDB MEETING MINUTES

September 28, 2022 – 8:30 a.m.

### MEETING INFORMATION

Location	This meeting was held in person at Northshore Technical Community College in Lacombe.		
Attendees	Chairman Alan Thriffiley	Mr. Chris Abadie	Mr. Floyd Baker
	Mr. Ellis Borque	Dr. James Carlson	Mrs. Stephanie Dupepe (via Phone)
	Mr. Bill Henley	Mr. David Kaufmann, Jr	Mrs. Adriana Kriesen
	Mrs. Chiquitta Lattimore	Mrs. Rachel Mackey	Mr. Stephen Price
	Mr. Mike Stedem	Mrs. Runiaja Vicksbrown	Mr. Brian Moore
	Mrs. Melissa Kirsch (Executive Director)	Mr. Dave Maziarz	Ms. Stacie Chitwood

### 1. CALL TO ORDER

The meeting was called to order at 8:34 a.m. by Chairman Alan Thriffiley and a quorum was declared.

### 2. WELCOME AND INTRODUCTIONS

Chairman Alan Thriffiley thanked everyone for being in attendance and offered thanks to NTCC for hosting the meeting. He also welcomed Dr. William Wainwright, Chancellor of NTCC, to share a few words and updates. Dr. Wainwright thanked Mrs. Melissa Kirsch and TriParish Works for assisting people in overcoming their obstacles to return to their education.

### 3. INVOCATION

Mrs. Melissa Kirsch gave the invocation.

### 4. SWEARING IN OF NEW BOARD MEMBERS

Chairman Alan Thriffiley introduced Mr. Bill Henley, Mrs. Chiquitta Lattimore, Mr. David Kaufmann, Jr., and Mrs. Runiaja Vicksbrown and swore each in before the other board members in presence.

### 5. COMMENTS FROM THE CHAIRMAN

Chairman Alan Thriffiley shared that the core executive team of the board will be experiencing changes within the near future. In order not to lose their institutional knowledge and experience, any member who ends their term can join the advisory committee. Mr. Chris Abadie inquired about the state's approval of an advisory committee, and Chairman Thriffiley explained that those members on the advisory committee will not have the ability to vote on motions but can offer guidance and feedback during open discussion. Mr. Brian Moore confirmed that standing committees are an excellent way to allow those interested in assisting the board. These members are allowed to do the work and have a voice, but not an official vote in deciding motions. Now it is the responsibility of the board to find new members to replace those with expiring terms. Chairman Thriffiley urged all board members to understand the role that the board plays in regard to supporting businesses within our three parishes. The goal is for the board to continue to thrive through the activities completed in conjunction with other organizations. The profile and recognition of TriParish Works has continued to increase and it's a testament to the work completed by Mrs. Melissa Kirsch and her staff. Dr. Carlson shared this opinion and stated that how far this board has come over the last few years has begun to set an example for other WIOA boards.

### 6. APPROVAL OF AUGUST 17, 2022 MEETING MINUTES

Chairman Alan Thriffiley presented the minutes from the August 17, 2022 board meeting, and reviewed the action items. A motion for approval was made by Mr. Mike Stedem and seconded by Mr. David Kaufmann, Jr. The minutes were approved by a unanimous vote with no objections.

## **7. REVIEW AND DISCUSSION OF EXPENDITURE AND OPERATION REPORTS THROUGH AUGUST 2022**

Mrs. Melissa Kirsch was recognized to present the expenditure and operation reports through the close the previous fiscal year. Mrs. Kirsch apologized that the finalized expenditures reports for July and August were not completed fully as they were focused on finalizing the new year's budget. She explained that she will provide them to all board members as soon as they are completed, possibly as soon as the following day. The delay was partly in due to the approved trainer being out with medical issues.

## **8. UPDATE AND DISCUSSION ON BOARD MEMBER SUCCESSION PLANNING**

Chairman Thriffiley suggested to move past this agenda item as these details and comments were discussed in the previous agenda item of the Chairman's comments. Mrs. Kirsch reminded all members that there are approximately 5 members leaving or exiting within the next 2 years, and that anyone interested be directed to her for review. Mr. Bill Henley suggested that exiting members be open to mentoring new members prior to leaving to share experiences, and Mr. Chris Abadie suggested that we conduct a panel discussion at our upcoming retreat.

## **9. REVIEW AND APPROVAL OF NEW FISCAL YEAR ANNUAL BUDGET FOR JULY 1,2022 – JUNE 30, 2023**

Mrs. Melissa Kirsch introduced the annual budget for our new fiscal year which also includes the Salary and Benefits Schedule to validate Staff costs. Before proceeding, Mrs. Kirsch provided a quick comparison of the rollover funds available in the Detailed Expenditure Reports for last year and this year. This is the lowest amount we have ever carried over at \$ 571,555. This is just indicative of the fact that we spent well this year with the services we offer. Our new allocations, which were cut, are \$1,474,352 formula and \$163,817 administrative for a total of \$ 1,638,169. Of this total, \$899,183 is the estimated budget of funds allowed to be spent on participants.

Mrs. Kirsch asked the board to recall back in our June meeting, we did talk about asking for the additional \$250,000 in COVID funds, but also asking for an additional \$400,000 of our WIOA funding. That request was submitted in in July. And while we do not have it today, a contract was sent to sign for \$200,000 of youth and \$200,000 of adult and dislocated worker. Mrs. Kirsch is confident that by the time we have our next meeting, these funds will be added to the budget.

The DDWG Covid funds also reflect the \$250,000 that was requested and approved, showing a new total of \$ 689,666. Forecasted totals for temporary jobs alone are approximately \$400,000 of those funds. Remember these funds are for temporary employment and training for those affected by COVID and will end officially in December. This will no longer be extended. The \$339,741 DDWG Ida Funds are for the same services previously mentioned but focused on those participants who were impacted by Hurricane Ida. There is hope to start spending these funds in near future as the funds were received later than originally expected. There is also a hold while waiting for the contract to be finalized from the State for their third-party employer of record. There is no present concern on spending these funds because the eligibility is broad, and the center has been spending these program dollars consistently. Mr. Bill Henley provided insight that as a small business owner there was a lot of support that was received was instrumental in the results created. He was also unaware that the board was in part responsible for some of the assistance received. Mr. Mike Stedem shared that in the past the board has been innovative during these emergency responses and communicated his confidence that the board will ensure the goals expected for DDWG funds will be met. Mr. Brian Moore supported this confidence by sharing that through his experiences with other board is a shining light to those not on within the state but also throughout the 11 states within the region. Chairmain Thriffiley reminded the board members to keep in mind that no one outside of the board is going to tell you that directly, and every member should give themselves a pat on the back for the work they have all accomplished. He also stated that this positive image is largely due to the tenacity of Mrs. Kirsch to go after what is needed to achieve the board's goals. With no further discussion, Mr. Mike Stedem presented a motion to approve the modification, and it was seconded by Mr. Chris Abadie. The motion was approved by a unanimous vote with no objections.

## **10. REVIEW AND APPROVAL OF CENTER CERTIFICATION**

Mrs. Kirsch opened this topic with explaining that federal law requires that our centers be certified by local boards to meet certain criteria all centers across the country are expected to meet. Some of the criteria include equal opportunity for individuals with disability to ensure that our centers are accessible, labor market information, and multiple other items stipulated by the federal government. The document presented will need to get approval of from the board verifying that the process was completed and that all criteria were met. Chairman Alan Thriffiley has to sign

off on it, as well as the chief elected official. With no further discussion, Mr. Chris Abadie presented a motion to approve the modification, and it was seconded by Mr. Mike Stedem. The motion was approved by a unanimous vote with no objections.

## **11. OPEN DISCUSSION ON “DEVELOPING AND EXPANDING INDUSTRY DRIVEN EXPSOURE FOR YOUTH”**

Mrs. Kirsch prefaced this agenda item to be an open discussion with the board members. This topic began during our retreat in January. Just as a reminder, what we had determined that we really wanted to address the fact that we feel like there needs to be more exposure for our youth in terms of career opportunities. One of the actions taken was the expansion our Career Exploration Summer Academy. Not only was the number of student increased in St. Tammany, but a program in St. Bernard was started. Mrs. Kirsch shared the idea presented by Mr. Mark Pisani about having a career expo that involved both parents and youth. With that in mind, Mrs. Kirsch asked the board for either validation or feedback on whether the outlined strategy is heading in the right direction, and if not are there any other ideas to share. Primarily, the goals include creating more of the summer programs by double, placing permanent signage at our high schools that reference our programs.

- Mr. Mike Stedem shared that the average cost per student is approximately \$4,000 each, and that there are some businesses in our areas that would underwrite a student for some of these expenses. He continued by offering that there is an important need of the summer work program because there is currently little to no opportunity for the youth to learn what the world expects of them in a work environment.
- Mrs. Rachel Mackey recommends that any event planning on including both parents and students be held on the weekends.
- Mrs. Kirsch shared that there is a committee consisting of Mrs. Jennifer Barnett, Mr. Mark Pisani, Mr. Mike Stedem, Mrs. Adriana Kriesen, Mr. Jerry Repka, and Mr. Lenny Ubenhagen that are overseeing the action items decided by the board.
- Chairman Thriffiley requested that all of the programs be similar in nature so that every parish receives the same experience, especially Plaquemines.
- Mrs. Kirsch continued by questioning what other things that we can do that can maybe reach more of the masses than just this group of young people that are eligible for our program that have the barriers and so on, such as the career expo idea, and just other ways that maybe we could promote careers for our young people outside of that one project.
- Mr. Chris Abadie suggested that efforts made in Plaquemines should focus on the hard-to-reach outlying areas with smaller populations, such as Port Sulphur. He also questioned on the possibility of doing fundraisers to help cover the costs needed for these events. He mentioned that this is a subject that is hitting in the schools, the chamber level, and at the workforce development level. Most people recognize now that not every kid coming out of St. Tammany Parish schools needs to go to college. Many parents, friends that have kids in high school, and even myself have kids who genuinely don't know if college is the best thing for them. But they also don't understand the workforce, and that's who we need to hit. Mr. Abadie thinks we would have a lot of interest from the general public if we got awareness out there and tried to raise funds where we're spearheading a project in coalition with other organizations as well.
- Mrs. Rachel Mackey continued by questioning why we are not using the free opportunities to reach the public at some of the school sports events. This way we would be reaching both parents and kids at the same time.
- Mrs. Chiquitta Lattimore offered that her organization assists with income and financial stability and that she is open to discussion for providing funding for these initiatives.

## **12. OTHER BUSINESS**

Mr. Dave Maziarz was recognized to share the center highlights.

- Recently, on the 13th of September, we had a customer service sales administration, job fair at the Slidell auditorium. These individualized targeted events have done much better. Out of this particular one, we have 41 employers in attendance. Post event, we had a 4.6 star rating of five stars from those employers, and a 4.7

star rating from job seekers. We've already been able to get back with 11 of those 41 employers to confirm we had 26 interviews out of those 11 employers alone during the job fair, or shortly thereafter, of which 18 were confirmed hires. We're targeting for to strategically have three industry specific job fairs like the one previously mentioned, and then probably about 20 individual hiring events for specific employers throughout the next year.

- With the influx of the supplemental funding that has been discussed to add back into our budget, we've we have been working on returning to a \$9000 spending limit for adult and dislocated worker and \$10,000 for youth. Going into this year, when we saw the reduction, we reduced that to a \$5,000 cap across the board. Our thoughts behind that being we wanted to help as many of our individuals as we could, as opposed to having the funding potentially run up sooner by helping less. We are monitoring this information across multiple spreadsheets to track all of these threads and funding sources. We're confident that we're going be able to do that. So we're looking at all those individually that we may bump some of those on initially off of specific hybrid cases. And as we go through these next couple months, there's a likelihood we'll increase that \$5,000 cap gradually.
- We had generated a proposal and received a new grant from AARP totaling \$25,000 for 2022 with the potential of an additional \$60,000. AARP has already got a comprehensive seven step program specifically designed for the 50 and over individuals that are looking to reenter or need additional help to be successful in the workforce. There are 13 of these programs nationally that AARP sponsors, and they actually lost or reduced one of the 13 they didn't feel we're being involved in proactive manner. Because of this opportunity, they snapped up our proposal and invited us into that circle of 13 nationals, none of which are in this state.
- The center also plans to roll out an updated website within the next 90 days to include online appointment setting, more robust partners, and a resource page. Also, links to all our social platforms have been sent to every board member. Please verify if you have received them and join these networks.

### **13. PUBLIC COMMENT PERIOD**

Chairmain Thriffiley opened the floor to any questions. No further comments were shared, and the meeting was adjourned at 10:06 am.

### **14. ACTION ITEMS**

#### **EXECUTIVE DIRECTOR**

- Jennifer to continue to provide details on bullet items for traffic drivers.
- Include roster of board member attendance in meeting packets.
- Finalized budget for the current program year.

#### **BOARD MEMBERS**

- Prepare 30 second speech to share during interactions with community and business partners.
- Share TPW social media for posted opportunities.
- Submit ideas to discuss for possible summer initiatives.

**First Planning District Workforce Development Board  
2022 Meeting Attendance Report**

	2-Feb	27-Apr	15-Jun	17-Aug	28-Sep	16-Nov	% Attendance
<b>BUSINESS REPRESENTATIVES</b>							
Alan Thriffiley, Chair	Yes	Yes	Yes	Yes	Yes		100%
Chris Abadie	Yes	Yes	Call-In	Yes	Yes		100%
Mindy Nunez Airhart	No	No	No	No	No		0%
Floyd Baker	Yes	No	Yes	No	Yes		60%
Lacey Dugas	No	No	Yes	Yes	No		40%
Adriana Kriesen	Yes	No	Yes	Call-In	Yes		80%
Michelle Hebert	No	No	No	No	No		0%
David Kaufmann, Jr.	Yes	Yes	Yes	Yes	Yes		100%
Mark Pisani	Yes	No	Yes	Yes	No		60%
Stephen Price	No	Yes	Yes	Yes	Yes		80%
Michael Stedem	Yes	Call-In	Yes	Call-In	Yes		100%
<b>UNION/APPRENTICESHIP/COMMUNITY-BASED ORGANIZATIONS</b>							
Tim Bradbury	Yes	Yes	Yes	No	No		60%
Ellis Borque	No	Yes	Yes	No	Yes		60%
Stephanie Dupepe	No	Call-In	Yes	Call-In	Call-In		80%
Chiquita Lattimore	Yes	No	No	Call-In	Yes		60%
Jerry Repka, III	Yes	No	Yes	Yes	No		60%
<b>EDUCATION/TRAINING</b>							
Dr. James Carlson	Yes	Yes	Yes	Yes	Yes		100%
Lenny Unbehagen	Yes	Call-In	Yes	No	No		60%
<b>GOVERNMENT/ECONOMIC DEVELOPMENT (PARTNER AGENCIES)</b>							
Charlene Bonck	Yes	No	No	Yes	No		40%
Keith Espadron, Jr.	Yes	No	Yes	Yes	No		60%
Rachel Mackey	Yes	Yes	Yes	No	Yes		80%
Runiaja Vicksbrown				Yes	Yes		100%
<b>BOARD STAFF</b>							
Melissa Kirsch	Yes	Yes	Yes	Yes	Yes		100%
Jennifer Barnett	Yes	Yes	Yes	Yes	No		80%

February 15, 2023 Meeting/Retreat

Agenda Item

Review and Approval of Budget Revision

Explanation: Adding an additional \$735,000 to the annual budget which includes:

- \$400,000 – Recaptured Youth and Dislocated Worker grant funds
- \$250,000 – Additional Covid Disaster Grant funds
- \$85,000 – AARP grant to provide career services/counseling to 50+ population

**FIRST PLANNING DISTRICT+A1:H30  
WORKFORCE DEVELOPMENT BOARD**

**TWO-YEAR BUDGET  
JULY 1, 2022 THROUGH JUNE 30, 2024**

**REVISION #1 DEC 15 2022**

<b>Total Funds available</b>	<b>PROGRAM</b>	<b>ADMINISTRATION</b>	<b>AMEND</b>	<b>AMEND</b>	<b>TOTAL</b>
Total Carryover Funds	\$ 408,916	\$ 162,639			\$ 571,555
New Allocation 2022/24	\$ 1,474,352	\$ 163,817			\$ 1,638,169
PY20 Youth & FY21 DW RECAPTURED		\$ -	\$ 400,000		\$ 400,000
AARP			\$ 85,000		\$ 85,000
DDWG COVID	\$ 401,481	\$ 138,634	\$ 250,000		\$ 790,115
DDWG IDA	\$ 339,741	\$ 38,000			\$ 377,741
<b>GRAND TOTAL</b>	<b>\$ 2,624,490</b>	<b>\$ 503,090</b>	<b>\$ 735,000</b>		<b>\$ 3,862,580</b>

<b>EXPENDITURE LINE ITEMS</b>	<b>ANNUAL BUDGET</b>		<b>CHANGE</b>		<b>RESERVE</b>		<b>ALL YEARS GRAND TOTALS</b>
	<b>July 1, 2022 – June 30, 2023</b>				<b>July 1, 2023 – June 30, 2024</b>		
	<b>PROGRAM</b>	<b>ADMIN</b>	<b>PROGRAM</b>	<b>ADMIN</b>	<b>PROGRAM</b>	<b>ADMIN</b>	
Staff Salaries/Fringe incl. DDWG	774,449	241,414				168,481	1,184,344
System Operator	54,000	10,000					64,000
Travel/Mileage	7,400	600				1,500	9,500
Conference/Meetings	2,000	4,000				3,000	9,000
Unemployment Insurance	0						0
Staff Drug Screen/new hire	400	200					600
Accounting Services		6,500				5,000	11,500
Supplies	5,000	2,500				1,000	8,500
Furniture/Equipment	4,000	2,000				200	6,200
Rent	15,000	4,800				4,800	24,600
Repairs/Maintenance	1,600	1,000				645	3,245
Telephone/Internet	10,000	4,000				4,000	18,000
Insurance (GL/Cobra/Surety Bond)	1,100	6,500				6,500	14,100
Licensing Fees/Assessments	11,800	1,200				1,200	14,200
Postage	200	1,000				1,000	2,200
Advertisement	370	800					1,170
Outreach	13,500	1,000				1,000	15,500
Professional Development – Staff	2,800	500					3,300
Professional Dues	1,960	2,000				2,000	5,960
Auto (Gas/Maint/Insurance)	3,490	7,750				5,000	16,240
Training & Support - Participants	899,183		400,000		200,000		1,499,183
Disaster - COVID	298,022		250,000				548,022
Disaster - IDA	318,216						318,216
AARP			73,500	11,500			85,000
<b>SUBTOTAL</b>	<b>2,424,490</b>	<b>297,764</b>	<b>723,500</b>	<b>11,500</b>	<b>200,000</b>	<b>205,326</b>	<b>3,862,580</b>

3,862,580

Submitted By:

*Melissa Kirsch*

Melissa Kirsch, WDB Executive Director

Approved by the Workforce Development Board on

Alan Thriffiley, Chairman



February 15, 2023 Meeting/Retreat

Agenda Item

Review and Approval of Revised Supportive Service Policy

Explanation: Requesting approval of revisions to the attached policy based on the recommendation from LWC's Technical Assistance team. The revisions are minor and highlighted in yellow.

First Planning District Workforce Development Board – LWDA 10		
Policy Number: <b>115-16</b>	Policy Name: <b>Supportive Services for WIOA Adult, Dislocated Worker &amp; Youth Participants</b>	
Director: <b>Melissa Kirsch</b>	Signature:	Effective Date: <b>Revision 3 February 15, 2023</b>

**Purpose:** This policy addresses the use and documentation of Workforce Innovation and Opportunity Act (WIOA) funds for supportive services to eligible participants enrolled in WIOA Adult, Dislocated Worker and Youth Programs.

**Policy Statement:**

The First Planning District, consistent with the provisions of the WIOA, may provide supportive services to eligible participants enrolled in WIOA Individualized Career Services and/or training services, based on assessed need for these services. Supportive Services are intended to allow individuals to successfully participate in training and/or individualized career services that ultimately will lead to full-time employment. Supportive services are not entitlements and must be supported by demonstration of need. They are limited and must be leveraged with other local resources (when available), including co-enrollment with core partner programs.

**Eligibility:**

Supportive services are based on the unique financial and employment/training needs of each participant.

Adults, Dislocated Workers and Youth participants may be eligible for supportive services if:

1. They are actively engaged in services designed to achieve their training and employment goals,
2. Have a demonstrated financial need, and
3. Are unable to access the supportive service from other resources in the community.

Adults and Dislocated Workers are not eligible for supportive services after program completion (during follow-up). Youth may be eligible to receive WIOA-funded supportive services after program participation (during follow-up).

**Referral Process & Coordination with Other Community Resources:**

Funding for WIOA supportive services is limited and must be coordinated with other community resources. In every instance of providing supportive services, Center staff must ensure that no other resource exists in the community or that the need is so urgent that referrals to other resources would delay the provision of the support service and create a hardship to the participant.

Referrals and outcomes to other community resources must be documented in the participant’s record in HiRE (case notes). This documentation should include the following:

1. Date and amount of each supportive service provided
2. Provider name
3. The effort made to obtain services through other resources prior to providing the WIOA funded service; and

4. Justification for the service. How the supportive service is necessary to enable the individual to participate in WIOA activities.

If another resource is found within the community to provide the needed supportive service, the case manager should document such in the case note section of HiRE, in order to account for all of the assistance being provided to ensure success of the WIOA participant.

#### **Allowable and Disallowed WIOA Funded Supportive Services:**

The following is a list of allowable WIOA funded supportive services. This list is not intended to be an exhaustive or exclusive list of allowable services.

- Transportation expenses such as:
  - Auto repairs
  - Mileage reimbursement
  - Bus passes
- Childcare
- Housing expenses such as:
  - Rent payments
  - Utilities
- Medical and prescription services, including eyeglasses
- Items necessary for training and employment-related activities such as, but not limited to:
  - Uniforms or professional attire
  - Hygiene
  - Haircuts
  - Books, fees, school supplies and other necessary items for students enrolled in training
  - Tools required for training and employment
  - Licenses or permits
  - Payments and fees for employment and training related applications, tests, and certifications
- Reasonable accommodations for individuals with disabilities
- Out of state job search and relocation to a new job (only if not covered by employer)
- Other resources that are necessary for the participant to achieve their training and employment goals

Supportive services are allowed for participant expenses only and cannot fund expenses for family members or others who may be sharing the same resource. For example, rental assistance and utility assistance will be provided for the participant's share of these costs only, and not that of the family or other household members. Case notes must include a description of participant's portion of bill, if applicable.

The following are prohibited to be purchased with WIOA supportive service funds.

- Supportive services purchased prior to the participant's program enrollment
- Fines and penalties such as traffic violations, late fees, and interest payments
- Entertainment, including tips
- Gift Cards
- Contributions or donations
- Vehicle or mortgage payments
- Refundable deposits
- Alcohol or tobacco
- Pet care or food

- Items for family members or friends
- Out of state relocation expenses that are paid for by the prospective employer
- Advances against future payments

#### **Funding Parameters, Limits and Duration of Supportive Services:**

Supportive Services must be provided equitably and based on need to eligible participants. They must be allowable under the funding stream in which the participant is enrolled (example: Adult and Dislocated Workers are not allowed to receive supportive services during follow-up, however youth participants are). These payments are included as part of the funding cap applicable to each participant. Please refer to the current cap limit in force for the program year. Center staff may, on a case-by-case-basis, request an increase to funding limits if the additional allocation would significantly benefit the participant's ability to continue and complete the program, or benefit the participant in job retention or wage progression. Authorization to increase the maximum funding cap must be documented in case notes and documentation uploaded into the HiRE system. Payment of supportive services are based on the availability of WIOA funding.

The maximum length of time a participant may receive supportive services may not exceed the amount of time that an individual is receiving eligible WIOA services. If the length of training time or amount of funding is anticipated to be in excess of these stipulations, the Center staff member must submit a request to Center Leadership for approval. This must also be documented in HiRE case notes.

#### **Supportive Services After Exit and During Follow-up:**

Funds may not be expended on Adults and Dislocated Workers after exit has occurred. This includes supportive services.

Youth participants are able to receive supportive services after exit, during the 12-month follow-up period if the services are a part of their follow-up plan and supports completion/continuation of WIOA goals. Examples of supportive services during follow-up may include, but not be limited to: work-related clothing/tools, certification/credential costs, tutoring, etc. These services must be documented in HiRE.

#### **Other Requirements for Supportive Services:**

Center staff must ensure that costs are reasonable, appropriate and allowable, and coordinate with the participant regarding receipt of the approved supportive service and associated reimbursement requirements for the service. Appropriate approval of any supportive service must be granted prior to actual commitment to provide funding.

No participant shall receive supportive services to assist in training/intensive services if the participant fails to participate in the training or activity without good cause. "Good cause" is defined as circumstances completely outside the participant's control. This must be documented in HiRE case notes.

If a specific item is purchased on behalf of an individual as a supportive service and the participant drops out of the correlating activity/program, center staff shall make a documented, reasonable effort to retrieve the procured item. This policy applies to any item purchased which could potentially be utilized by any future enrollee(s).

Supportive service payments will be payable to either the vendor or the participant. Payments will be made only with the submission of proper documentation such as receipt(s) showing itemization of the service(s) or product(s) provided, or, in the case of mileage, through the submission of a mileage tracking form. Procurement policies/procedures must be followed for all supportive service payments.

Separate supportive service payments may be authorized by Center staff, with appropriate approval, to assist with books, supplies, transportation, child/dependent care, or other allowable support services. When these payments are identified as stand-alone costs, they cannot be combined with needs-related payments, unless appropriate justification is provided to support the provision of both payments.

Supportive Service categories and limits are as follows:

**Transportation assistance:**

Reimbursement at the rate of .40 cents per mile may be provided to participants who are enrolled in a training/intensive service activity and are in need of such service to actively participate. A reimbursable transportation allowance to and from training may be afforded to the individual only when the commute to the location exceeds 5 miles one way.

Other forms of public or private transportation services may be paid for at a cost which is reasonable based on local market-price conditions, such as taxi or bus fare, or as provided for by another organization.

**Child/Dependent Care:**

Childcare payments may be provided to a participant with a child or children, who require daily childcare. Dependent care payments may be provided to an individual who has the responsibility to care for another individual (related directly to and residing with the participant, i.e., disabled child, parent, grandparent, mother-in-law, father-in-law) who is incapable of providing basic care for him/herself.

The participant must be enrolled in a training/Individualized Career Services activity that requires participation on a regular basis. Request for child/dependent care reimbursement must be reasonable and based on local market-price conditions. Attendance in grant-funded activity must be documented and verified for payments to be considered.

**Career/Training Related Necessities:**

These types of supportive service payments must be required for participation in training/Individualized Career Services and/or employment and must be procured according to appropriate procurement policies. This may include: books, supplies, uniforms, eyeglasses, etc.

**Emergency Assistance:**

These types of supportive services payments may be provided when necessary to successfully continue training/ activities and may include, but not be limited to: auto repair, healthcare and medical services, rent, etc. All emergency assistance payments will be considered on a case-by-case basis and proper justification must be documented.

If providing repairs to personal automobiles, participants must possess a valid driver's license, provide proof of vehicle ownership and insurance.

Procurement policies must be followed, and depending on the cost of the assistance, may require price quotes and/or bids.

### **Needs-Related Payments:**

Individuals in need of training services may not have the resources to participate in training. Needs-related payments (NRP's) are designed to provide a participant with financial assistance to meet the needs of their non-training expenses for the purpose of enabling them to engage in training services that lead to in-demand occupations (WIOA Sec. 134(d)(3)). Unlike other supportive services, in order to qualify for NRP's, a participant must be enrolled in training. NRP's are stipends paid directly to the eligible participant, up to the date of completion of training, or the last day of attendance. Participants must be attending full-time to receive NRP's. Documented attendance must be submitted and verified by Center staff for payments to be allowed. Participants must be in compliance with institutional attendance requirements and be in good academic standards in order to receive these payments. NRP's are not wages and therefore are not reportable as taxable income.

#### **1. To receive Needs Related Payments:**

Adults must:

- a. be unemployed,
- b. not qualify for, or have ceased qualifying for, unemployment compensation; and
- c. be enrolled in a program of training services under WIOA.

Dislocated workers must:

- a. be unemployed, and:
  - i. have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA or NAFTA-TAA; and
  - ii. be enrolled in a program of training services under WIOA by the end of the 13<sup>th</sup> week after the most recent layoff that resulted in the determination of dislocated worker, or, if later, by the end of the 8<sup>th</sup> week after the worker is informed that a short-term layoff will exceed six (6) months; or
- b. be unemployed, and:
  - i. did not qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA; and
  - ii. be enrolled in a program of training services under WIOA.

#### **2. The level of Needs Related Payments made:**

- a. To an Adult, shall not exceed the poverty level based on family size for an equivalent period. The weekly payment level will be calculated by dividing the poverty level by 52 weeks. (Example: Poverty level for family of one is \$12,060 / 52 weeks = \$231.92 weekly, \$927.68 monthly)
- b. To a Dislocated Worker, shall not exceed the greater of either:
  - i. The applicable weekly level of unemployment insurance compensation for participants who were eligible for unemployment insurance compensation as a result of a qualifying dislocation; or
  - ii. The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income provided in the most current LLSIL Guidelines.

3. A Financial Assessment must be conducted to verify and support the Needs-Related payments. This includes an analysis of the current income and expenses incurred by the participant, as well as a review of all resources being received from other sources, such as Pell, Child Care Assistance payments (CAP), rental assistance, etc. A Financial Plan document has been created and should be utilized to complete this assessment. Once need is determined, payments can then be approved according to the above allowances in 2.

NRP's will be processed on a monthly basis upon submission of appropriate documentation.

Needs-related payments may be provided to a WIOA participant who has been accepted into a training program that will begin within thirty (30) days. Payments will be terminated for participants upon completion of training or at the point they are no longer attending.

**Modifications to Policy:**

This Supportive Service policy is subject to change at the discretion of the WDB, based on availability of funds, other appropriate factors which the WDB believes warrant adjustments to this document, or conflict with local, state, or federal regulations, laws or policies. Any modifications will be in writing and distributed to all applicable staff prior to becoming effective.

**References:**

- WIOA Title 1 Sections: 3 (59) , 134(d)(2) and (3), and 129(c)(2)(G)
- 20 CFR: 680.330, 680.900, 680.910, 690.920, 681.570, and 681.580
- TEGLs: 3-15, 19-16, and 21-16
- FPD's Funding Limits declaration for current fiscal year

February 15, 2023 Meeting/Retreat

Agenda Item

Review of Committee Goals and members

Explanation: Documents attached outline the structure and members of each of the committees, as well as some recommendations for strategic work.

By reducing the full board meetings from 6 to 4 a year, will allow more time to devote to committee work.

Committee meetings for the entire year will be decided prior to the end of February and shared with all Board members.



# 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  
Chris Abadie  
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: Chair, TBA

Bill Henley	Floyd Baker
Tim Bradbury	Adriana Kriesen
Michelle Hebert	Ross Gares
Dave Kaufmann	Don 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	Mindy Nunez Airhart
Mark Pisani	Lenny Unbehagen
Lacey Dugas	Keith Espadron
Ellis Bourque	Dave Maziarz, Center Mgr

**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	Runiaja Vicksbrown
Rachel Mackey	Chiquita Lattimore
James Carlson	Tanya Hill, CSBG
Charlene Bonck	

**Recommendations for  
Strategic Focus of Committees  
For Calendar Year 2023**

**EXECUTIVE COMMITTEE**

- Recruit and on-board new members as needed
- 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
- Determine other potential funding opportunities

**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**

- Develop 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

February 15, 2023 Meeting/Retreat

Additional Item for Review

Financial Reports through December 2023

Explanation:

Expenditure to Budget Report (Provides an overview of expenditures to budget by broader categories of: staff/operating costs, Training expenditures by parish and Disaster grants)

Detail Expenditure to Budget Report (Provides a detail line item expenditure report for all operating costs)

Fund Utilization Report (Provides a look at each separate funding stream expenditures to ensure tracking of balances by ending date of each fund. This helps ensure we do not leave any funds unspent that are subject to recapture by the state.

FPD WDB EXPENDITURES TO BUDGET REPORT

Through December 31, 2022

Budget Line Items	ANNUAL BUDGET July 2022 – June 2023	EXPENDITURES THROUGH 12/31/2022	% 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	364,166	47.02%	410,283		410,283	47.02%	0
Operating Costs	139,120	55,835	40.13%	83,285	27,000	56,285	59.54%	0
<b>Training/Support for Participants</b>								
Plaquemines	134,577	3,900	2.90%	130,677	8,000	122,677	8.84%	30,000
St. Bernard	324,414	9,138	2.82%	315,276	6,742	308,534	4.89%	70,000
St. Tammany	840,192	110,521	13.15%	729,671	171,042	558,629	33.51%	100,000
Other Misc. Program Inc.				0				0
<b>Training/Support Subtotal</b>	<b>1,299,183</b>	<b>123,559</b>	<b>9.51%</b>	<b>1,175,624</b>	<b>185,784</b>	<b>989,840</b>	<b>23.81%</b>	<b>200,000</b>
<b>Disaster Dislocated Worker Grants – Temporary Jobs</b>								
IDA	318,216	3,356	1.05%	314,860	176,000	138,860	56.36%	0
Covid	548,022	432,181	78.86%	115,841	0	115,841	78.86%	0
<b>DDWG Subtotal</b>	<b>866,238</b>	<b>435,537</b>	<b>50.28%</b>	<b>430,701</b>	<b>176,000</b>	<b>254,701</b>	<b>70.60%</b>	<b>0</b>
<b>Program Totals</b>	<b>3,078,990</b>	<b>979,097</b>	<b>31.80%</b>	<b>2,099,893</b>	<b>361,784</b>	<b>1,738,109</b>	<b>44%</b>	<b>200,000</b>
<b>AARP GRANT</b>								
	85,000	0						
<b>Administration</b>								
Staff Salaries/Fringe	241,414	121,936	50.51%	119,478	0	119,478		
Operating Costs	56,350	29,793	52.87%	26,557	0	26,557		
<b>Admin Total</b>	<b>297,764</b>	<b>151,729</b>	<b>50.96%</b>	<b>146,035</b>	<b>0</b>	<b>146,035</b>	<b>50.96%</b>	<b>0</b>
<b>GRAND TOTALS</b>								
	<b>3,376,754</b>	<b>1,130,826</b>	<b>33.49%</b>	<b>2,245,928</b>	<b>305,782</b>	<b>1,940,146</b>	<b>42.54%</b>	

DETAIL EXPENDITURE REPORT  
 JULY 1, 2022 THROUGH JUNE 30, 2024

Through December 2022

Total Funds available through June 2024	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	\$ 651,481	\$ 138,634	\$ 790,115
Disaster Dislocated Worker Grant - Ida	\$ 339,741	\$ 38,000	\$ 377,741
AARP Grant	\$ 73,500	\$ 11,500	\$ 85,000
GRAND TOTAL	\$ 3,347,990	\$ 514,590	\$ 3,862,580

LINE ITEMS	ANNUAL BUDGET July 1, 2022 – June 30, 2023		EXPENDITURES TO DATE Dec 2022		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe Benefits	\$ 774,449	\$ 241,414	\$ 364,166	\$ 121,936	\$ 410,283	\$ 119,478
System Operator	54,000	10,000	27,000	9,976	27,000	24
Travel/Mileage	7,400	600	6,372	157	1,028	443
Conference/Meetings	2,000	4,000	275	266	1,725	3,734
Unemployment Insurance	0	0	0	0	0	0
Staff Drug Screen/new hire	400	200	30	0	370	200
Accounting Services	0	6,500	0	3,461	0	3,039
Supplies	5,000	2,500	1,642	1,648	3,358	852
Furniture/Equipment	4,000	2,000	59	440	3,941	1,560
Rent	15,000	4,800	7,946	1,954	7,054	2,846
Repairs/Maintenance	1,600	1,000	170	53	1,430	947
Telephone/Internet	10,000	4,000	5,022	1,560	4,978	2,440
Insurance (GL/Cobra/Surety Bond)	1,100	6,500	0	5,132	1,100	1,368
Licensing Fees/Assessments	11,800	1,200	2,548	234	9,252	966
Postage	200	1,000	3	15	197	985
Advertisement	370	800	0	719	370	81
Outreach	13,500	1,000	373	0	13,127	1,000
Professional Development – Staff	2,800	500	0	0	2,800	500
Professional Dues/WDB	1,960	2,000	345	1,533	1,615	467
Auto (Gas/Maint/Insurance)	7,990	7,750	4,050	2,645	3,940	5,105
Training & Support - Participants	1,299,183	0	123,559	0	1,175,624	0
Disaster Temporary Jobs - Covid	548,022	0	432,181	0	115,841	0
Disaster Temporary Jobs - Ida	318,216	0	3,356	0	314,860	0
AARP Grant	73,500	11,500				
<b>SUBTOTAL</b>	<b>\$ 3,152,490</b>	<b>\$ 309,264</b>	<b>\$ 979,097</b>	<b>\$ 151,729</b>	<b>\$ 2,099,893</b>	<b>\$ 146,035</b>

OJT	\$ 28,295
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	\$ 208,832
WORK EXP	\$ 9,966
DDWG TEMPORARY JOBS	\$ 283,031
SUPPORT	\$ 28,972
	<b>\$ 559,096</b>

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

**Month ending DECEMBER 31, 2022**

	Admin	Program	Total Allocation	Expended thru 12/31/22	Balance	Percent Expended	Obligations	Percent of Recapture w/Oblig by 6/30/23	At-Risk
<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	446,355	39,576	92%	39,576	100%	
PY22 6/24	9,336	84,025	93,361	4,865	88,496	5%	75,162	86%	
FY23 6/24	41,722	375,495	417,217	0	417,217	0%	0	0%	
FY22 Transfer 6/23	0	100,000	100,000	100,000	0	100%	0	100%	
	109,961	1,089,650	1,199,611	654,322	545,289	55%	114,738		0
<b>Youth</b>									
PY21 6/23	56,391	507,515	563,906	503,314	60,592	89%	41,416	97%	19,176
PY22 6/24	49,290	443,613	492,903	0	492,903	0%	0	0%	
PY20 Recaptured 6/23	0	200,000	200,000	13,689	186,311	7%			186,311
	105,681	1,151,128	1,256,809	517,003	739,806	41%	41,416		205,487
<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	496,670	30,334	94%	30,334	100%	
PY22 6/24	13,943	125,484	139,427	29,969	109,458	21%	0	21%	
FY23 6/24	49,526	445,735	495,261	0	495,261	0%	0	0%	
FY21 Recaptured 6/23	0	200,000	200,000	17,639	182,361	9%	26,293		156,068
	142,649	1,383,849	1,526,498	709,084	817,414	46%	56,627		156,068
DDWG Covid 12/22	203,298	2,079,686	2,282,984	2,106,655	176,329	92%		92%	176,329
DDWG Hur Ida 8/23	38,000	342,000	380,000	12,080	367,920	3%	176,000		191,920
<b>Grand Total</b>	<b>599,589</b>	<b>6,046,313</b>	<b>6,645,902</b>	<b>3,999,144</b>	<b>2,646,758</b>				

PY 21 - Program Year 2021 - Funds available July 1, 2021, expires on June 30, 2023

FY 22 - Fiscal Year 2022 - Funds available October 1, 2021, expires on June 30, 2023

PY22 - Program Year 2022- Funds available July 1, 2022, expires on June 30, 2024

FY23 - Fiscal Year 2023-Funds available October 1, 2022, expires on June 30, 2024

DDWG - Covid Emergency Grant - Funds available July 1, 2020, expires on December 31, 2022

DDWG - Hurricane Ida - Emergency Grant - Funds available August 26, 2021, expires on August 25, 2023

February 15, 2023 Meeting/Retreat

Additional Item for Review

Executive Director and One-Stop Operator

2022 Quarter 4 Reports

Explanation: Reports outline major activities undertaken by both parties during the previous quarter.

**EXECUTIVE DIRECTOR  
BOARD REPORT  
October thru December 2022**

During the last quarter of 2022, time was dedicated to various partnership development meetings, as well as planning and participating in events with the La. Workforce Boards’ Directors Association. There were some national calls and that took place regarding apprenticeship, DCFS partnerships and updates from Dept. of Labor. Time was also spent meeting with staff to ensure a smooth closure to the Covid Disaster Grant.

**October**

<b>EVENT</b>	<b>WHO</b>	<b>PURPOSE</b>	<b>OUTCOME</b>
Meeting 10/13	Regional Partners: K-12, Com Colleges, Workforce Boards and Eco Dev	Regular quarterly Carl Perkins meeting	Keep agencies connected and informed and discuss shared projects and activities
Meeting 10/13	LCTCS, Nunez CC	Current funding resources available for training programs	Plan referrals/leveraging resources to serve more students
Meeting 10/19	Regional Board Directors and Center Leadership	Re-engage with regional partners since Covid	Regional activities/projects & new industry sector initiative
Event 10/20	Parish President, St. Tammany Corp, partners	Economic Development Briefing for Parish President	Current and future broadband and infrastructure projects
Meeting 10/21	St. Bernard CAO	Regular meeting to provide updates on WIOA dept.	Discussed transitioning of new fiscal staff and current activities
Event 10/26 & 27	Workforce Board Directors across state	Bi-annual Association meeting	Shared statewide issues/activities/ best practices

**November**

<b>EVENT</b>	<b>WHO</b>	<b>PURPOSE</b>	<b>OUTCOME</b>
Event 11/03	St. Tammany School System	Film a segment for upcoming Career Exploration events	Created video spot re Career Exploration for use K-12 events
Meeting 11/03	Ross Gares, new board member	Orientation	Provided orientation to the board
Meeting 11/08	Healthcare employers, St. Tam. Corp, NTCC	Regular Healthcare Sector Partnership meeting	Moving forward with sector goals and initiatives
Meeting 11/14	Sheldon Perkins, CSRS	Covid Disaster Grant Closeout	Discussed steps for a successful ending to the Covid grant
Meeting 11/16	Executive Committee members	Executive Committee meeting	
Meeting 11/29	DCFS, OneStop Operator, National Consultants	SNAP Employment & Training partnership discussions	Create processes to further develop partnership
Meeting 11/30	St. Tam Corp., NTCC, St. Tam School System	Workforce Roundtable Partnership	Keep agencies informed and discuss shared activities



**December**

<b>EVENT</b>	<b>WHO</b>	<b>PURPOSE</b>	<b>OUTCOME</b>
Meeting 12/06	Workforce Board Directors	Meeting to discuss current request for proposals from LWC	Brainstorm and share ideas
Meeting 12/07	Port of NOLA, regional Workforce Boards	Discuss sector strategies for industry	Determined steps for moving forward to assist port with sector strategies
Meeting 12/07	LCTCS executives, One- Stop Operator	Furthering partnership development	Discussed potential next steps for a statewide partner conference
Meeting 12/07	Chiquita Lattimore, Jennifer Barnett	Exploring Partnership opportunities with United Way of SELA	Developed plan for financial literacy workshops at Centers, workforce staff person on-site at Prosperity Center
Event 12/14	Louisiana Workforce Investment Council members and Board Directors	Regular Louisiana Workforce Investment Council meeting	Provide information and support Board Director presentations
Meeting 12/14	Colorado Workforce Agency staff, National Apprenticeship Director, Louisiana Industry Coordinator	Learn best practices from Colorado regarding statewide apprenticeship initiatives	Very informative meeting on great projects and initiatives (state funding provided to local boards)
Event 12/15	National Association of Workforce Boards	Regular event to keep local Boards updated on national level	Received updates on efforts regarding re-authorization and other potential changes to current WIOA landscape
Meeting 12/20	LWC Industry Coordinator and National Apprenticeship Director	De-brief from Colorado Best Practices meeting	Discussed potential next steps for creating momentum around statewide apprenticeship and OJT activities
Meeting 12/20	DCFS partners, One-Stop Operator, National Consultants	SNAP Employment & Training partnership discussions	Continuing dialogue to create processes for co-enrolling among programs

First Quarter of 2023:

- Hiring and training new Fiscal Manager
- Modification to 4 year Regional/Local Plan
- Modification to Partner MOU
- Monitoring Hurricane Ida Disaster Grant activities/expenditures
- Monitoring training expenditures

**ONE-STOP OPERATOR  
QUARTERLY REPORT  
October thru December 2022**

The last quarter of 2022 included several meetings with workforce partners in the Tri-parish area. This quarterly report outlines many meetings and events that took place during this timeframe.

<b>EVENTS OCT 2022</b>	<b>WHO</b>	<b>PURPOSE</b>	<b>OUTCOME</b>
1:1 Meetings with MOU Partners	Adult Education, CTE, Tri-parish Works!	To discuss current and future workforce activities in Louisiana and specifically within the Tri-parish Workforce Development Area	Agreement to work with Adult Ed and Career and Technical Education leadership to organize staff training and statewide workshops on education and workforce
1:1 Meetings with MOU Partners	LWC/OWD; Vocational Rehabilitation, Wagner-Peyser, Veterans, DCFS-SNAP E&T	To discuss current activities of these statewide programs and how services can be improved and maintained in the Tri-parish area; need to have local Board representation	State agencies agreed to identify the appropriate resources to serve on local Board.
Analysis of House Resolution	OSO	To determine purpose and scope of House Resolution passed requiring an Audit of WIOA programs	AN understanding of the origin and intent behind passage of House Resolution; Prepared to meet with auditors to address concerns and answer survey questions appropriately
Attended Statewide Board Director's Association Meetings	OSO, Local Workforce Development Board Directors	OSO presented workforce updates to local workforce development leadership across the State relative to recent activities within the State and nation	Local leaders learned more about funding opportunities, WIOA reauthorization, House Resolutions and what is required of local workforce boards
<b>EVENTS NOV 2022</b>	<b>WHO</b>	<b>PURPOSE</b>	<b>OUTCOME</b>
Completed review and 1st draft responses to survey questions from legislative auditors	OSO, Executive Director	To ensure all survey questions were understood and thorough, considerate answers provided	Timely response to survey questions provided by legislative auditors to local workforce areas as part of the audit process
Zoom Meeting with DCFS and its national consultants	OSO, DCFS, Executive Director, other statewide leaders, DCFS consultant and federal funding agency representatives (DHHS)	To learn more about the scope and intent of the technical assistance received by DCFS for its SNAP E&T program, as requested	Initial understanding of purpose of T.A. engagement. Expectation it to meet with DCFS and its consultants monthly to improve service delivery and referral process

Follow-up meeting with DCFS leadership	OSO, Deputy Asst. Secretary, DCFS, other SCFS middle managers/supervisors	To debrief after initial meeting with national consultant	DCFS was able to answer open questions regarding expected outcomes and commitments during and after engagement with the DCFS consultant
Meetings with LWC/OWD	OSO, Executive Director, other local workforce leaders	Monthly meeting between local and state workforce leadership to discuss and resolve critical issues	Local leadership voiced concerns regarding contracts, WIOA performance, State Plan, RFP to be issued by LWC for innovative program services to “non-WIOA eligible individuals”
<b>EVENTS 12/22</b>	<b>WHO</b>	<b>PURPOSE</b>	<b>OUTCOME</b>
1:1 Meetings with MOU Partners	OSO, CSBG, CTE, Adult Education (State Director)	To receive and provide updates regarding workforce activities in the Tri-parish area	Partners were able to share updates on planned activities for the 1 <sup>st</sup> quarter of 2023 and offer insights on how the workforce partnership can improve through increased training and customers referrals in 2023.
1:1 Meeting with OWD	OSO, Assistant Secretary, OWD	To establish working relationship with the new “Acting” Asst. Secretary	Very positive meeting with an agreement to maintain contact and meet frequently to address and resolve issues as they arise.
1:1 Meeting with FPD Executive Director	Melissa Kirsch	Provide updates and plan for next Partners meeting Discuss potential for better integration with LWC staff	Planned partner meeting agenda
1:1 Meeting with Executive Director, Tri-parish Works!	Melissa Kirsch	Discuss MOU modification	Will start to make needed updates to MOU modification for presentation to partners at second quarter meeting
Review of Competitive RFP			
1:1 Meeting with Adult Education	Errick Baldwin, NTCC	Discuss opportunities for co-location in TPW Center	Next steps to schedule meeting with TPW to work out logistics