

FIRST PLANNING DISTRICT CONSORTIUM

WORKFORCE DEVELOPMENT BOARD

March 8, 2022

Notice is hereby given that there will be an Executive Committee meeting of the First Planning District Workforce Development Board on **Wednesday, March 16th, 2022 at 8:30 a.m.** at the Northshore Pastoral Center, 4465 Hwy. 190 East Service Road, Covington, Louisiana.

AGENDA

1. Review and approval of January 26th, 2022 meeting minutes
2. Review and discussion of Financial Reports through January 2022
 - a. Expenditure Report
 - b. Detail Expenditure Report
 - c. Fund Utilization Report
 - d. Monthly Employee Count and Wage Data
3. Updates on board membership
4. Review and discussion on proposed Local Governance Agreement
5. Review and Discussion on Personnel Policy update to increase mileage reimbursement rate
6. Review and discussion on Retreat outcomes and next steps
7. Updates and discussion on current initiatives
8. Other Business
9. Review of action items

Alan Thriffiley

Alan Thriffiley, Chairman

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FIRST PLANNING DISTRICT WDB EXECUTIVE COMMITTEE MEETING MINUTES

January 26, 2022 - 8:00 a.m.

MEETING INFORMATION

Location	This meeting was held virtually via ZOOM due to the COVID-19 Crisis
Attendees	Chairman Alan Thriffiley, Mr. Micke Stedem, Mr. Jerry Repka, Mrs. Stephanie Dupepe, and Mr. Steve Price. Also in attendance were Melissa Kirsch (Executive Director) and Jennifer Barnett (Director of Operations and Planning).

1. CALL TO ORDER

The meeting was called to order at 8:01 a.m. and a quorum was declared.

2. APPROVAL OF NOVEMBER 17, 2021 MEETING MINUTES

Mrs. Melissa Kirsch presented the minutes from the November 17, 2021 board meeting, and reviewed the action items. Mrs. Kirsch confirmed that the State is aware of our request for additional funds, but a decision has not been made for approval. Reallocated money is available, however the State is still determining the funding categories applicable. The agenda for the upcoming retreat has been shared with the board, and will be reviewed later in this meeting. Mrs. Kirsch confirmed that she had received suggestions from Mr. Mike Stedem for a new private sector board member, and Mr. Dave Kaufmann, Jr. is in process of approval. Mr. Kaufmann is the Vice President of K. B. Kaufmann & Company, Inc., a design-build construction company located in Slidell. He has shared his interest in working with the local youth, and will be attending the upcoming retreat. Mrs. Kirsch concluded her review of the minutes and action items. A motion for approval was made by Mr. Mike Stedem and seconded by Mr. Jerry Repka. The minutes were approved by a unanimous vote with no objections.

3. REVIEW AND DISCUSSION OF FINANCIAL REPORTS THROUGH DECEMBER 2021

- Mrs. Melissa Kirsch was recognized to present the financial reports through the December of the current program year. Training expenditures are already at 70.17% with outstanding obligations trending at \$ 480,696. Assuming all current training obligations are fulfilled, training expenditures are trending at 108.91%. Mrs. Kirsch informed the executive committee that it's important to remember that these obligations are a fluid; but at this rate, we will either need additional funds from the State or minimize new spending. The existing disaster grant issued for the pandemic is scheduled to end March 31st, and is pending an extension approval. Current expenditures are at 35.94% with \$ 856,230 available to spend. Mrs. Kirsch stated that the main cause of this amount is that some worksites have not needed as many people working. If the extension is approved, current worksites have mentioned that they would want to keep current participants employed at their locations longer. Mrs. Kirsch concluded with mentioning that the admin total expenditure is as expected at 47.52%. Mr. Mike Stedem inquired about the new fiscal manager that was recently hired. Mrs. Kirsch explained that Ms. Dianne Wilson's last day is this Friday, and that Mrs. Nancy Todaro is performing well. She shared her increasing anxiety about Mrs. Wilson's retirement because of impossibility to translate over 30 years of experience to Mrs. Todaro in the short training period they shared, but she is happy and confident with Mrs. Todaro's experience and abilities. Mrs. Ellen Ortiz, our Financial Liason retiring in April, will be pulling double duty in her remaining time to support Mrs. Todaro and to train her own replacement.

- Mrs. Kirsch continued to the Detail Expenditure report was included to provide line details of expenditures, which includes an extended breakdown of the training funds spending categories located at the bottom of the report. Mrs. Kirsch explained that the Disaster Dislocated Worker Grant for Hurricane Ida was added, and the updated report was sent to the board. The grants allows funding for 2 years, but the bulk was allocated to temporary jobs for the current year. She continued to explain that this funding could also be available to workers affected by the upcoming Phillips 66 closure as the company is stating the storm as the cause . Their needs are not yet clear, but clarity may be provided at the upcoming job fair. Mrs. Kirsch posed the question of including this business in the upcoming retreat. Chairman Alan Thriffiley agreed and suggested that the report be updated and shared with all board members with instructions for each to be prepared to vote.

- The third report discussed by Mrs. Kirsch was the Fund Utilization report. Mrs. Kirsch conveyed her continued happiness with this being the first time we do not have any funds at risk of recapture. This is extremely important to support our request for additional funds.

- The Monthly Employee Count and Wage Report was the last reviewed and was explained to be performing steadily. Mrs. Kirsch explained the increase in Administration due to the training of the new Fiscal Manager, and that January will also have an increase with the addition of training the new financial liason and Mrs. Dianne Wilson's vacation payout. A drop will be expected in February.

4. UPDATES AND DISCUSSION ON BOARD MEMBER VACANCIES

Mrs. Melissa Kirsch shared an updated list of current board members to share the upcoming changes. There are two changes occurring within the private sector, one of which is the addition of Mr. David Kaufmann, Jr that was previously mentioned. The second is concerning Mrs. Allison Zinskie from Chalmette Refining, LLC. She will be taking on a different position outside of HR and will no longer be eligible to serve on the board. Mrs. Kirsch requested suggestions for a possible replacement. She also suggested that those recommended come from the refinery industry due to the large presence in the St. Bernard and Plaquemines parishes. Mr. Steve Price offered to ask around his local areas for possible recommendations, and Chairman Alan Thriffiley suggested to also partner with Boasso Global. Mrs. Jennifer Barnett also offered to review the list of employers registered for the upcoming Phillips 66 job fair. Mrs. Melissa Kirsch transitioned the discussion to the Union and Community-Based sector, and shared that Mrs. Chiquita Lattimore, VP & Northshore Center Director for United Way of Southeast Louisiana, joined the board in November. The last membership in motion is from the government sector. Mrs. Zelia Williams, DCFS TANF Specialist, completed all of her paperwork with Mrs. Kirsch before the end of the year. Recently, Mrs. Williams informed Mrs. Kirsch via email that she would not be able to join the board because she was now supposed to join the Orleans Parish board. Mrs. Kirsch is in the process of verifying this information with her supervisors, but will need a replacement soon if confirmed accurate.

5. REVIEW AND DISCUSSION ON UPDATED MEETING PACKET FORMAT

Chairman Alan Thriffiley and Mrs. Melissa Kirsch shared that they are continuing to fine tune agenda items to ensure time allowance of strategic conversation by streamlining packet information that is shared before each meeting. The first four items (Agenda, Minutes of Previous Meeting, Financial Reports, and Program Dashboard Report) have always been included and will continue to be shared. Going forth, four additional documents will be shared: Executive Committee Meeting Minutes, Executive Director Bi-Monthly Report, One-Stop Operator Bi-Monthly Report, and any additional documents pertaining to specific agenda items requiring approval. The written Executive Director and One-Stop Operator Bi-Monthly Report were included to provide updates on occurrences between board meetings and upcoming activities. *(Continued on next page.)*

(*Cont'd.*) Chairman Alan Thriffiley explained that the packets should be emailed before upcoming meetings and that each board member review all of the included information to prepare questions prior to attending. By doing so, more time during meetings will be allowed for open dialogue rather than repeating information. He continued by stating that the overall goal is to make a concise packet to provide transparent information to the board that will allow members to put their decisions into action. Mr. Jerry Repka supported this idea by sharing his experience with this on a previous board. He confirmed that by following this format the board will be able to discuss what they feel is important to actually create a plan.

6. DISCUSSION ON LWC BOARD MEMBER TRAINING SCHEDULED FOR FEBRUARY 16TH

Mrs. Melissa Kirsch inquired on whether every board member received an email invitation to an upcoming training from the State. All executive committee members confirmed receipt of the request. Mrs. Kirsch stated that she was unsure of what exactly the training will cover or how long it would be, but it is a good sign that the State has started this process. Mr. Jerry Repka shared that the invitation requires you to register, and when added to your calendar, shows a duration of 4 hours. He also mentioned that the time zone is shown for eastern time, and was uncertain of the exact start time. Mrs. Kirsch sent an inquiry for further details and will update the board when details are received. She concluded the topic by expressing the benefit of the training hopes many of the board members are able participate.

7. REVIEW AND DISCUSSION ON RETREAT AGENDA AND EXPECTED OUTCOMES

Mrs. Kirsch opened the discussion of the retreat by explaining that the theme is based on the boot camp activity that Mrs. Jennifer Barnett is participating with National Workforce Board Development Program. This meeting is vital as this will be the first time that the board members have met face to face in the last 2 years. Mrs. Kirsch had previewed the space at NTCC which can accommodate up to a hundred people which will provide ample space for the day. She is expecting a minimum of 16 up to a maximum of 18 of the 21 current board members to be in attendance. Chairman Alan Thriffiley requested a brief meeting at the beginning with a revised budget prepared for a vote. He continued with a request that the meeting packet be sent out to the board members before the end of the day, with an explanation for each to be prepare any questions and for a vote. He continued to share that based on his recent conversations, readings, and experiences that workforce is number one in most people's mind currently, and that former workforce development board members are coming out of the woodwork with their individual opinions of the what the "problems" are with current workforce that lost over 4.5 workers in December. Chairman Thriffiley would like to see TriParish use this opportunity by giving guidance to local businesses by providing statements on how to draw people into the workforce and how we can assist with placement, directly. Mr. Mike Stedem supported this viewpoint by sharing his understanding of the impact of the reported 6 million people on unemployment with over 18 million jobs posted nationally. He shared that based on these reported numbers that it would be safe to believe that job seekers now have had a chance to reflect on what they individually feel is important about the values and needs they received from being employed. Chairman Thriffiley continued by sharing an article he discovered in a local health magazine about a new apprenticeship program beginning at St Tammany Parish Hospital and inquired if anyone present had seen it or is familiar with this program. No one could affirm their awareness of the program and Chairman Thriffiley reiterated the importance of the board's connection to the activities in our area. Mrs. Jennifer Barnett offered to partner with Mrs. Bronwyn from St. Tammany Hospital to gain further information on this program, and mentioned that earlier in the week, Mrs. Bronwyn has requested a meeting to discuss assistance on future additional projects. At this point, Mrs. Melissa Kirsch has opened the discussion to any further questions regarding the retreat, and Mr. Mike Stedem had asked if Mrs. Dianne Wilson will be in attendance. Mrs. Kirsch had said that she was not, and Mr. Stedem requested that her presence be requested so that the board can formally thank her for the contributions she has made to the organization during her tenure. (*Continued on next page.*)

(Cont'd.) Mr. Stedem also inquired if Mr. Brian Moore, the One-Stop Operator will be attending, and Mrs. Kirsch replied that Mr. Moore, along with Mr. Don Shea, and Mr. Dave Maziarz from the St. Tammany office will be present. All three will be involved in breakout sessions throughout the day to help facilitate.

7. UPDATES AND DISCUSSIONS ON CURRENT INITIATIVES

Mrs. Melissa Kirsch took this opportunity to issue a reminder that personal disclosure of financials need to be submitted by each board member as soon as possible. Mrs. Jennifer Barnett then updated the executive committee that it is very likely that the Spring Mega Job Fair will likely be postponed or canceled due to the possibility of not being able to produce enough job seekers to attend. She continued by sharing that efforts will be placed on conducting smaller hiring events that are both purposeful and targeted to specific industries. Both Schneider and Phillips 66 have events occurring in the near future, and possibly one targeted to the healthcare industry could be conducted as well. She closed the conversation with sharing that based on the job seekers entering the one-stop locations currently, we are no longer assisting a generation of those that need to work to live. Right now the mindset is to work under the conditions they each want and expect.

8. OTHER BUSINESS & PUBLIC COMMENT PERIOD

Chairman Alan Thriffiley opened the floor for any other comments. With no additional business requesting to be discussed, the meeting was adjourned at 8:57 a.m.

ACTION ITEMS

Executive Director :

- Send out updated meeting packet and revised budget to all board members by end of day.
- Share details received from inquiry about upcoming board member training.

Board Members :

- Make recommendations for new private sector board member, preferably from the refinery and/or related industry (Must be in decision making position within company)
- Review all documents in the meeting packet prior to February 2nd meeting, and come prepared to discuss each topic.

FPD WDB EXPENDITURES TO BUDGET REPORT

Through January 31, 2022

Budget Line Items	ANNUAL BUDGET July 2021 – June 2022	EXPENDITURES THROUGH 1/30/2022	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% w/ OBS	RESERVE FOR FUTURE YEAR 7/22 – 6/23
Tri-Parish Centers - Program								
Staff Salaries/Fringe	1,044,786	534,502	51.16%	510,284	0	510,284	51.16%	0
Operating Costs	144,281	65,541	45.43%	78,740	0	78,740	45.43%	0
Plaquemines	148,880	72,425	48.65%	76,455	13,878	62,577	57.97%	60,000
St. Bernard	280,280	158,304	56.48%	121,976	42,368	79,608	71.60%	115,000
St. Tammany	797,929	765,850	95.98%	32,079	362,447	-330,368	141.40%	150,000
St. Tammany Corp CEA	13,750	8,750	63.64%	5,000	5,000	0	100.00%	0
Other Misc. Program Inc.	0	0		0				0
Training/Support Subtotal	1,240,839	1,005,329	81.02%	235,510	423,693	-188,183	115.17%	325,000
Dislocated Worker Disaster Grant – Temporary Jobs								
Plaquemines - IDA	120,000	0	0	120,000	0	120,000	0.00%	207,000
St. Bernard - Covid	644,212	282,748	43.89%	361,464	0	361,464	43.89%	0
St. Tammany - Covid	692,332	246,196	35.56%	446,136	0	446,136	35.56%	0
DWG Temp Jobs Subtotal	1,456,544	528,944	36.32%	927,600	0	927,600	36.32%	0
Program Totals	3,886,450	2,134,316	54.92%	1,752,134	423,693	1,328,441	66%	532,000
Staff Salaries/Fringe	191,975	129,721	67.57%	62,254	0	62,254		331,214
Operating Costs	37,470	14,246	38.02%	23,224	0	23,224		42,970
Admin Total	229,445	143,967	62.75%	85,478	0	85,478	62.75%	374,184
GRAND TOTALS	4,115,895	2,278,283	55.35%	1,837,612	423,693	1,413,919	65.65%	906,184

FIRST PLANNING DISTRICT

TWO-YEAR BUDGET/EXPENSE
JULY 1, 2021 THROUGH JUNE 30, 2023

Total Funds available through June 2023	PROGRAM	ADMINISTRATION	TOTAL
Total Carryover Funds	\$ 947,255	\$ 192,437	\$ 1,139,692
New Allocation 2020/22	\$ 1,750,275	\$ 194,474	\$ 1,944,749
St. Tammany Corp CEA	\$ 13,750	\$ -	\$ 13,750
Other Misc. Program Income	\$ -	\$ -	\$ -
Disaster Dislocated Worker Grant - Covid	\$ 1,376,170	\$ 178,718	\$ 1,554,888
Disaster Dislocated Worker Grant - Ida	\$ 342,000	\$ 38,000	\$ 380,000
GRAND TOTAL	\$ 4,429,450	\$ 603,629	\$ 5,033,079

LINE ITEMS	ANNUAL BUDGET July 1, 2021 – June 30, 2022		EXPENDITURES TO DATE JAN 2022		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe Benefits	\$ 1,044,786	\$ 191,975	\$ 534,502	\$ 129,723	\$ 510,284	\$ 62,252
System Operator	\$ 54,000		\$ 31,500		\$ 22,500	\$ -
Travel/Mileage	\$ 3,000	\$ 1,900	\$ 1,644	\$ 198	\$ 1,356	\$ 1,702
Conference/Meetings	\$ 1,000	\$ 3,000		\$ 1,550	\$ 1,000	\$ 1,450
Unemployment Insurance	\$ 5,000				\$ 5,000	\$ -
Staff Drug Screen/new hire	\$ 475	\$ 260	\$ 90	\$ 110	\$ 385	\$ 150
Accounting Services	\$ -	\$ 6,910		\$ 3,412	\$ -	\$ 3,498
Supplies	\$ 6,350	\$ 3,000	\$ 2,829	\$ 1,095	\$ 3,521	\$ 1,905
Furniture/Equipment	\$ 6,525	\$ 1,500	\$ 1,081		\$ 5,444	\$ 1,500
Rent	\$ 15,600	\$ 5,500	\$ 9,833	\$ 1,717	\$ 5,767	\$ 3,783
Repairs/Maintenance	\$ 2,700	\$ 1,200	\$ 619	\$ 53	\$ 2,081	\$ 1,147
Telephone/Internet	\$ 13,236	\$ 4,000	\$ 6,314	\$ 1,486	\$ 6,922	\$ 2,514
Insurance (GL/Cobra/Surety Bond)	\$ 1,270	\$ 1,550	\$ 52	\$ 1,039	\$ 1,218	\$ 511
Licensing Fees/Assessments	\$ 5,950	\$ 200	\$ 2,200		\$ 3,750	\$ 200
Postage	\$ 450	\$ 1,500		\$ 44	\$ 450	\$ 1,456
Advertisement	\$ 625	\$ 2,000			\$ 625	\$ 2,000
Outreach	\$ 9,300	\$ 200	\$ 3,696		\$ 5,604	\$ 200
Professional Development – Staff	\$ 5,500	\$ -	\$ 489		\$ 5,011	\$ -
Professional Dues/WDB	\$ 1,100	\$ 1,750	\$ 340	\$ 1,638	\$ 760	\$ 112
Auto (Gas/Maint/Insurance)	\$ 12,200	\$ 3,000	\$ 4,854	\$ 1,902	\$ 7,346	\$ 1,098
Training & Support - Participants	\$ 1,227,089		\$ 996,579		\$ 230,510	\$ -
St. Tammany Corp CEA	\$ 13,750		\$ 8,750		\$ 5,000	\$ -
Misc. Program Income	\$ -				\$ -	\$ -
Disaster Temporary Jobs - Covid	\$ 1,336,544		\$ 528,944		\$ 807,600	
Disaster Temporary Jobs - Ida	\$ 120,000				\$ 120,000	\$ -
SUBTOTAL	\$ 3,886,450	\$ 229,445	\$ 2,134,316	\$ 143,967	\$ 1,752,134	\$ 85,478

OJT	\$ 144,330
CLASSROOM,ITA,BUSINESS & YOUTH SERVICES	\$ 684,311
WORK EXP	\$ 92,093
TEMP JOBS(includes DDWG support)	\$ 528,944
SUPPORT	\$ 84,595
	\$ 1,534,273

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

Month ending **JANUARY 31, 2022**

	Admin	Program	Total Allocation	Expended thru 1/31/22	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/22
Adult									
*PY20 expires 6/22	11,556.00	104,003.00	115,559.00	115,559.00	0.00	100%	0.00	100%	
**FY21 expires 6/22	57,664.00	518,979.00	576,643.00	554,888.00	21,755.00	96%	21,755.00	100%	
***PY21 expires 6/23	10,310.00	92,792.00	103,102.00	92,792.00	10,310.00	90%	10,310.00	100%	
****FY22 expires 6/23	48,593.00	437,338.00	485,931.00	161,860.00	324,071.00	33%	110,797.00	56%	
	128,123.00	1,153,112.00	1,281,235.00	925,099.00	356,136.00	72%	142,862.00		
Youth									
*PY20 expires 6/22	66,805.00	601,241.00	668,046.00	647,965.00	20,081.00	97%	20,081.00	100%	
***PY21 expires 6/23	56,391.00	507,515.00	563,906.00	189,971.00	373,935.00	34%	231,708.00	75%	
	123,196.00	1,108,756.00	1,231,952.00	837,936.00	394,016.00	68%	251,789.00		
Dislocated Worker									
*PY20 expires 6/22	16,130.00	145,172.00	161,302.00	161,302.00	0.00	100%	0.00	100%	
**FY21 expires 6/22	64,993.00	584,941.00	649,934.00	621,485.00	28,449.00	96%	28,449.00	100%	
***PY21 expires 6/23	16,480.00	148,326.00	164,806.00	148,326.00	16,480.00	90%	16,480.00	100%	
****FY22 expires 6/23	62,700.00	564,304.00	627,004.00	36,982.00	590,022.00	6%	38,251.00	12%	
	160,303.00	1,442,743.00	1,603,046.00	968,095.00	634,951.00	60%	83,180.00		
****DWG expires 3/22	203,298.00	1,829,686.00	2,032,984.00	1,048,292.00	984,692.00	52%	N/A	N/A	
DDWG - Hurricane Ida	38,000.00	342,000.00	380,000.00		380,000.00	0%	N/A	N/A	
Grand Total	614,920.00	5,534,297.00	6,149,217.00	3,779,422.00	2,369,795.00		477,831.00		0.00

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

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

***PY21- Program Year 2021- Funds available July 1, 2021, expires on June 30, 2023, Youth funds available April 1, 2021

****FY22-Fiscal Year 2022-Funds available October 1, 2021, expires on June 30, 2023

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

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

FUNDING STREAM	BALANCE OF FUNDS AS OF JANUARY 31, 2022	OBLIGATIONS THRU JUNE 30, 2022	BALANCE	OBLIGATIONS FOR NEW FY 2022/2023	LAST FISCAL YEAR CARRYOVER AMOUNTS 2021/2022
ADULT		Staff/Overhead \$ 67,580 Administration 37,005 OSO 4,050 Participants 139,532			
	\$356,136	\$248,167	\$107,969	\$51,706	\$266,045
DISLOCATED WORKER		Staff/Overhead \$187,405 Administration 48,936 OSO 11,700 Participants 73,685			
	\$634,951	\$321,726	\$313,225	\$9,481	\$275,301
YOUTH		Staff/Overhead \$116,360 Administration 33,453 OSO 6,750 JAG/United Way 50,332 Participants 137,644			
	\$394,016	\$344,539	\$49,477	\$23,929	\$386,108
DDWG COVID	\$984,692				
DDWG IDA	\$345,000				

SUGGESTED ACTIONS:

- Transfer \$100,000 from DW to Adult
- Request \$250,00 to \$300,000 additional Youth funds
- Request line-item revision to DDWG Covid to move \$400,000 from Temp Jobs to Training



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LOCAL GOVERNANCE AGREEMENT

This AGREEMENT is made and entered into on April 1, 2022 by and between the **FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD** (hereinafter "WDB"), the **ST. TAMMANY PARISH GOVERNMENT** (hereinafter "CEO") in its role as Chief Elected Official to the WDB, and **ST. BERNARD PARISH GOVERNMENT** (hereinafter "Grant Recipient"), in its role as Administrative Entity/Grant Recipient of the WIOA funds.

WHEREAS, Plaquemines, St. Bernard and St. Tammany parishes have been designated as Local Workforce Development Area 10 (hereinafter "LWDA 10") for purposes of the allocation of funds under the Workforce Innovation and Opportunity Act (hereinafter "WIOA") in Louisiana; and

WHEREAS, the three parishes have entered into a Multi-Jurisdictional Agreement as required by WIOA and which outlines the roles and responsibilities of each parish, and

WHEREAS, the Parish Consortium has elected St. Tammany Parish Government as the Chief Elected Official for LWDA 10; and

WHEREAS, the St. Bernard Parish Government has agreed to and been designated as the recipient of the WIOA funds for LWDA 10 on behalf of the three parishes and as such, is the Grant Recipient/Administrative Entity and Fiscal Agent; and

WHEREAS, the WDB has been appointed by the CEO to provide guidance, support and oversight to the local area in the development and implementation of policies and programs designed to accomplish the goals of the WIOA; and

WHEREAS, the WIOA requires that a local governance agreement be entered into to delineate the roles and responsibilities of the WDB, CEO, Administrative Entity and Fiscal Agent.

NOW THEREFORE, in order to establish clear roles and responsibilities for each entity involved in the implementation of the WIOA, it is hereby agreed as follows:

A. CEO ROLE

- Appoint members of the WDB from individuals so nominated pursuant to WIOA Sec. 107(c)
- Certify (every two years) that the WDB membership and its operations are consistent with requirements and criteria established in federal and state law
- Approve the annual budget developed by the WDB for carrying out the WIOA activities
- Approve the Bylaws established by the WDB to ensure compliance and effectiveness in fulfilling its duties and responsibilities
- May designate an entity to serve as local grant subrecipient and/or fiscal agent, provided that the entity meets all criteria in relevant federal and state laws

IN PARTNERSHIP WITH THE WDB

- Select the Workforce System One-Stop Operator
- Provide oversight of the WIOA activities to ensure compliance with laws and regulations
- Negotiate and reach agreement on local performance measures with the Governor
- Approve the local/regional 4-year Plan and subsequent modifications for the tri-parish area
- Approve the Workforce System Partners' Memorandum of Understanding
- Approve the Career Centers Certification
- Concur with the WDB in the hiring/termination of the WDB Executive Director

B. WORKFORCE DEVELOPMENT BOARD ROLE

- Develop the local/regional 4-year Plan and subsequent modifications for the tri-parish area
- Develop an annual budget for WIOA funds consistent with the local plan and federal and state laws
- Negotiate and reach agreement on local performance measures with the Governor
- Procure and select One-Stop Operator, Providers of Youth activities, Providers of Training and Career Services
- Initiate written agreements as appropriate for required WIOA services
- Provide guidance and oversight of the WIOA programs/activities and funding, as well as the workforce system to ensure compliance with applicable laws and regulations
- Negotiate and develop the Workforce System Partners' Memorandum of Understanding and Infrastructure Agreement
- Certify Career Centers within the tri-parish area
- Direct the work of the WDB Executive Director
- Evaluate the performance of the WDB Executive Director

IN COORDINATION WITH THE CEO AND GRANT RECIPIENT/ADMINISTRATIVE ENTITY

- Hire/terminate the WDB Executive Director

C. ADMINISTRATIVE ENTITY/GRANT RECIPIENT ROLE

- Serve as Fiscal Agent on behalf of the Parish Consortium for the purposes of WIOA activities, thereby accepting responsibility for the expenditure of funds under the WIOA grants for the tri-parish area
- Serve as the Employer of record for both the WDB staff and the Career Center Staff
- Designates WDB Executive Director as signatory authority on all WIOA agreements
- Designates WDB Executive Director and Fiscal Manager to handle all WIOA financial management and reporting activities in accordance with federal and state law

- Provide oversight and guidance to the WDB Executive Director and Fiscal Manager regarding Parish Government accounting processes and procedures to ensure fiscal integrity and to minimize financial risk
- Provide updates and guidance on HR related processes and procedures, including employee benefits
- Ensure annual financial audit is conducted

IN COORDINATION WITH THE WDB AND CEO

- Hire/terminate the WDB Executive Director

D. MULTI-FUNCTION AGREEMENT CLAUSE

WIOA requires that a written agreement be entered into when one entity performs multiple functions in a local workforce area in order to establish clear roles and responsibilities and delineate the necessary separation of duties. The parties to this agreement hereby agree to the following:

1. Roles and Duties per function:

- ▶ Fiscal Agent/Grant Recipient: St. Bernard Parish Government serves as the Fiscal Agent in LWDA 10 for WIOA funds and other discretionary grant funds and has designated the WDB Executive Director and Fiscal Manager the responsibility of management and oversight relating to these federal grants
- ▶ Administrative Entity: St. Bernard Parish Government serves in this role and as such, is the employer of record for both the WDB staff and the Career Center staff
- ▶ Provider of Career/Youth Services: Career Center staff are employed by St. Bernard Parish Government in their role as Administrative Entity. These services have not been contracted out as it is not financially feasible. A Director of Operations is responsible for the day-to-day activities within the Career Centers

2. Description of the separation of duties under each role:

- ▶ In performing as the Fiscal Agent for LWDA 10, St. Bernard Parish Government has designated the WDB Executive Director to appoint personnel whose duties shall include responsibility for WIOA and other discretionary funds payment for services and other authorized WIOA expenditures, ensuring sustained fiscal integrity and accountability for expenditures of such funds in accordance with the Office of Management and Budget (OMB) circulars, WIOA and corresponding federal regulations and state policies. Assigned individuals shall respond to financial audit findings, maintain proper accounting records and adequate documentation, preparation of financial reports and provision of technical assistance to subrecipients regarding fiscal issues as instructed by the Fiscal Agents Office of the CFO. Individuals under this role shall not be permitted to engage in policy or service delivery issues or activities. Written Fiscal Policies and Procedures have been established to provide an internal control system that institutes the separation of duties, restricts data access and creates a system of financial checks and balances. The WDB Executive Director reports to the Chairman of the WDB, as well as the President of the Administrative Entity and the designated CEO for the LWDA 10. The WDB Fiscal Manager reports to the WDB Executive Director and the Fiscal Agent CFO.
- ▶ In performing the role of the Administrative Entity, St. Bernard Parish Government agrees to serve as the employer of record for the WDB staff, as well as the Career Center staff that provide the WIOA services and activities. The Administrative Entity has designated the WDB Executive Director as responsible for the oversight of the monitoring and policy development of the WIOA Career Centers.

The WDB along with the Officers of the Board (Executive Committee) will provide the oversight and guidance. All contractual agreements and policies developed will be reviewed and approved by the WDB. The Monitoring/Quality Assurance staff will report directly to the WDB Executive Director. These staff will review processes to provide reasonable assurances that separation of duties is enforced from all sides of the local delivery system and will provide both fiscal and programmatic monitoring for the WDB.

► In performing as the “provider of Career Services” as specified in WIOA, the Administrative Entity (St. Bernard Parish Government) has designated the WDB Executive Director to appoint program personnel (Director of Operations) to manage the Career Centers’ services and activities. The Director of Operations is responsible for the hiring and firing of all program staff housed within the Career Centers. This position along with a Center Manager is responsible for managing the day-to-day operations of the Centers. The Director of Operations will implement WDB policies and report to the WDB Executive Director and Board on program service delivery, performance accountability and continuous improvement. Written policies and procedures have been established to ensure the separation of duties and to eliminate conflict of interest. The WDB Executive Director is not involved in any of the day-to-day operations of the Centers.

3. Conflict of Interest:

LWDA 10 will separate duties internally among staff to avoid conflicts as it carries out its roles. Policies and procedures have been established and approved by the WDB. These policies for both fiscal and program staff are reviewed frequently by the WDB Executive Director to ensure that conflicts of interest are eliminated and fiscal risks are minimized.

E. DISPUTE RESOLUTION

In the event of any dispute, claim, question, or disagreement arising out of or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle such disputes, claims, questions, or disagreement. To this effect, they shall consult and negotiate with each other, in good faith and, recognizing their mutual interest, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of sixty (60) days, then upon written notice by any party to the other, disputes, claims, questions, or differences shall be presented to the Consortium CEOs for mediation or arbitration. The Consortium CEOs can request assistance from Louisiana Workforce Commission for final determination.

F. DURATION AND MODIFICATION

This Agreement shall be in effect for one (1) year and shall automatically renew for one (1) year periods unless a majority vote from the CEO Consortium acts to terminate this agreement or unless any of the parties to the agreement change. This Agreement shall only be modified with written consent of the Chief Elected Official for LWDA 10.

G. ATTACHMENTS

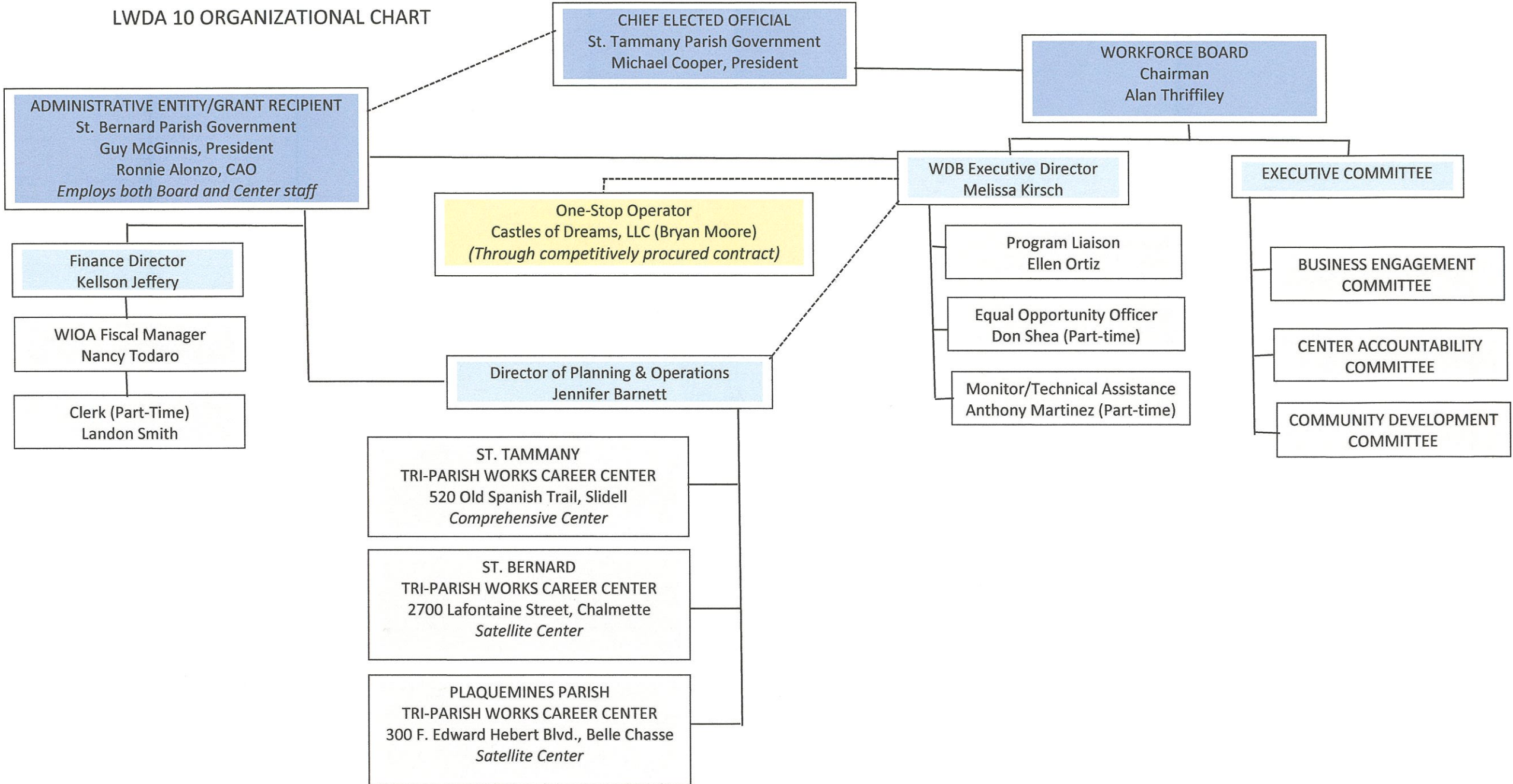
1. LWDA 10 Organizational Chart outlining separation of duties
2. LWDA 10 Multi-Jurisdictional Agreement between Plaquemines, St. Bernard & St. Tammany parishes

H. AUTHORITY

Each of the signatories to this Agreement hereby certifies that he/she possesses the power and authority to execute this Agreement.

Signature Authority	Signature	Date
LWDA 10 - CEO Michael Cooper, President St. Tammany Parish Government		
LWDA 10 – Administrative Entity/ Grant Recipient Guy McGinnis, President St. Bernard Parish Government		
LWDA 10 – Workforce Development Board Alan Thriffiley, Chairman		
LWDA 10 – Workforce Development Board Melissa Kirsch, Executive Director		

LWDA 10 ORGANIZATIONAL CHART



First Planning District Workforce Development Board – LWDA 10

Policy Number: 105-16-2	Policy Name: FPD Personnel Policies	
Director: Melissa Kirsch	Signature:	Effective Date: Revision 2 March 23, 2022

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TRAVEL EXPENSES WHILE ON FPD BUSINESS - It is the policy of the FPD to reimburse employees for reasonable and necessary expenditures made by employees while on official and authorized business. All work related travel must be approved by appropriate supervisor prior to travel. Claims for reimbursement of travel expenses, other than mileage, shall be accompanied by original invoices and/or receipts showing proof of payment of such claims.

If an employee's work requires that he/she travel out of his/her home parish and such travel extends 12 hours or more, he/she will be reimbursed meal cost(s) based on the following limited amount(s):

- Breakfast - \$10.00 (The 12 hour travel duration must begin at or before 6am)
- Lunch - \$15.00 (Requires 12 hour duration in travel)
- Dinner - \$25.00 (The 12 hour travel duration must end at or after 7pm.)

The above dollar amounts are the maximum per meal, including tip which must be documented on receipt.

Automobile mileage incurred for required FPD travel is reimbursed at the rate of **.56 cents per mile**, provided an FPD vehicle is not available for use.

Other travel costs, i.e. hotel, taxi, etc. are borne directly by FPD or reimbursed by FPD to the employee with proper documentation.

Below are some General Principles related to Travel and Expense reimbursements:

1. The Supervisor shall approve in advance any request for out-of-state or overnight travel.
2. The employee, to the extent which is reasonable and practical, shall obtain lodging which is most economical (e.g. single room at a regular or discount rate).
3. If the employee elects to be accompanied by his or her spouse and/or children, the receipts for lodging and meal expenses shall be noted with the additional cost to be paid by the employee.
4. The cost of alcoholic beverages and bar tabs are not reimbursable expenses.
5. Mileage shall not be paid for commuting from an employee's residence to the work place.
6. The maximum mileage reimbursements to an employee who chooses to drive in lieu of air travel shall not exceed the lowest reasonable cost of an airline ticket to the same destination or the actual mileage reimbursement, whichever is less.
6. Parking fees shall be reimbursed for actual cost based on submitted receipts.
7. All expense reimbursements presented are to be approved by signature of the Supervisor prior to submittal for payment.

6.5 Garnishment

"Garnishment" shall mean a deduction from an employee's pay, the purpose of which is to satisfy a debt. The FPD may deduct all funds associated with the garnishment disbursement per a judgment, all as required by a court order, together with all employer fees permitted by law. The Administration Office shall be immediately notified of any subject court order and shall effect the deduction from the employee's wages. The amount of said deduction shall be forwarded as directed in the court order.

6.6 Employee Performance Evaluations

Each employee must make every effort to perform the duties of his/her position in a satisfactory, efficient and effective manner, and must adhere to FPD policies and procedures.

Employee evaluation is a positive process with emphasis on the further development of the individual, the potential for assuming additional responsibility, and an organized program to increase productivity. It is a healthy and on-going process of relating performance to realistic standards, recognizing individual achievements, measuring degrees of improvements, and providing guidance for self-improvement. Ideally, the

“BECOMING A PURPOSE DRIVEN BOARD”

2022 RETREAT OUTCOMES

GOAL: Develop and Expand industry-driven career exposure, work-based learning and mentorship opportunities for young adults within the tri-parish area

PROPOSED NEXT STEPS:

1. Determine Desired outcomes
 - ▶ Ensure young adults have the opportunity to learn about and have exposure to careers/industries within the region
2. Conduct research to determine existing initiatives and create a depository for all related programs
3. Analyze data collected to determine “what’s missing”
4. Formulate a list of recommended activities (including scale and scope) that would be beneficial and add-value
5. Explore availability of needed resources and partners
6. Decide which initiatives are “doable” along with timeline and action steps for each

SUBSET of GOAL: Duplicate and expand 2021 pilot “Summer Youth Career Exploration Academy”

1. Invite additional partners and seek out more funding resources
2. Open project to both in-school and out-of-school youth
3. Implement project at Nunez Community College
4. Add “Industry Job Shadowing” component
5. Involve more employers



TRI-PARISH WORKS
WORKFORCE SOLUTIONS

IMPACTS TO EMPLOYERS & COMMUNITY

FIRST PLANNING DISTRICT
BOARD DIRECTOR
MELISSA KIRSCH
mbkirsch@gmail.com
DIRECTOR OF
WORKFORCE OPERATIONS
JENNIFER BARNETT
jbarnett@tripstishworks.net

2021

ST. TAMMANY - ST. BERNARD - PLAQUEMINES



11K+
**JOBS
POSTED**



PLACED IN DIRECT
**EMPLOYER
TRAINING**



\$300K



**DIRECT TO
EMPLOYERS
FOR TRAINING**

**OVER
200**

EMPLOYERS
ATTENDED



**16 HIRING
EVENTS**

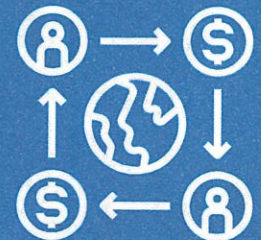
**WORKFORCE
SERVICES PROVIDED TO**



**500+
LOCAL
EMPLOYERS**

\$15M

**WAGES BACK IN
THE COMMUNITY
BY CONNECTING
JOB SEEKERS TO EMPLOYERS**





TRI-PARISH WORKS
WORKFORCE SOLUTIONS

2021

IMPACTS TO JOB SEEKERS

FIRST PLANNING DISTRICT

BOARD DIRECTOR
MELISSA KIRSCH
mbkirsch@gmail.com

DIRECTOR OF
WORKFORCE OPERATIONS
JENNIFER BARNETT
jbarnett@tripstishworks.net

ST. TAMMANY - ST. BERNARD - PLAQUEMINES

**PREPARING
JOBSEEKERS**



OVER **7,500**
CENTER VISITS

**SUPPORTED
OVER 400
INDIVIDUALS**



**TRAINING
PROGRAMS**



INVESTED

\$1.5

**MILLION
FOR TRAINING**

CAREER AND UNEMPLOYMENT
ASSISTANCE TO

23,000+
CITIZENS

DURING PEAK
OF PANDEMIC



100
DISLOCATED
WORKERS

HUMANITARIAN TEMP JOBS
UTILIZING COVID GRANT



RESILIENCY IN
NAVIGATING
THE PANDEMIC

AWARD

RECOGNITION OF

CENTER STAFF



Second Quarter Performance (Oct - Dec 2021)

WIOA INDICATORS	90% of Goal	State Negotiated Level	TPW	Jeff	Orleans	River Parish 3	Tangi 10 parish	Baton Rouge	Houma 3 parish	Lafayette 8 parish	Calcasieu 6 parish	Lasalle Cons 6	Rapides	Bossier Cons 10	Shreveport	Ouachita	Franklin Cons 10	State
ADULT																		
Number Served (Participants)			257	221	673	16	325	294	79	1,178	201	150	93	215	113	131	207	4,099
Number Exited (Participants)			155	121	552	11	234	245	68	813	89	74	32	128	53	52	96	2,676
Employment Rate 2nd Qtr	60.3%	67.0%	67.8%	47.7%	46.3%	69.2%	67.6%	60.4%	77.9%	66.0%	52.7%	91.9%	82.4%	75.6%	75.6%	81.8%	70.5%	60.4%
Employment Rate 4th Qtr	60.3%	67.0%	60.6%	43.0%	46.9%	56.0%	66.0%	62.6%	71.4%	68.4%	60.7%	88.3%	88.1%	75.2%	71.8%	88.6%	67.8%	59.7%
Median Earnings 2nd Qtr	\$5,400	\$6,000	\$6,983	\$5,712	\$4,912	\$9,066	\$9,933	\$5,694	\$6,722	\$6,663	\$6,516	\$8,825	\$12,446	\$6,123	\$8,965	\$6,255	\$6,550	\$6,426
Credential Attainment	57.9%	64.3%	82.7%	83.3%	67.9%	63.6%	84.6%	84.7%	82.3%	57.7%	96.9%	89.4%	100.0%	76.0%	69.2%	88.6%	67.0%	74.5%
Measurable Skill Gains	48.6%	54.0%	77.4%	83.8%	62.5%	100.0%	72.6%	71.4%	81.0%	56.5%	64.9%	71.1%	80.0%	75.1%	83.0%	70.2%	56.0%	69.2%
DISLOCATED WORKER																		
Number Served (Participants)			199	49	314	75	124	163	20	692	16	73	21	115	99	15	21	1,946
Number Exited (Participants)			136	18	311	60	98	128	31	415	10	45	16	111	32	22	15	1,415
Employment Rate 2nd Qtr	60.3%	67.0%	60.0%	50.0%	48.7%	44.4%	52.6%	58.3%	60.7%	58.5%	63.6%	86.4%	50.0%	62.0%	41.2%	68.8%	70.6%	55.5%
Employment Rate 4th Qtr	61.2%	68.0%	58.6%	68.8%	57.7%	47.4%	59.1%	60.0%	63.6%	56.2%	42.9%	80.0%	68.8%	65.5%	59.4%	88.9%	78.3%	59.4%
Median Earnings 2nd Qtr	\$7,020	\$7,800	\$7,783	\$6,269	\$6,601	\$7,761	\$6,599	\$6,683	\$7,814	\$7,826	\$6,863	\$9,429	\$10,767	\$9,260	\$5,165	\$9,350	\$4,921	\$7,226
Credential Attainment	63.5%	70.5%	88.0%	33.3%	74.5%	66.7%	81.8%	100.0%	86.7%	72.2%	75.0%	81.8%	100.0%	84.3%	83.3%	100.0%	90.9%	80.1%
Measurable Skill Gains	53.1%	59.0%	84.6%	83.3%	78.3%	79.6%	84.5%	76.9%	76.5%	72.4%	55.6%	76.0%	91.7%	84.1%	84.1%	81.8%	75.0%	78.0%
YOUTH																		
Number Served (Participants)			194	32	337	52	98	172	30	622	124	105	36	98	101	107	70	2,172
Number Exited (Participants)			44	44	267	40	69	117	17	384	69	28	29	76	29	11	37	1,229
Employment Rate 2nd Qtr	66.2%	73.5%	65.2%	72.6%	67.4%	83.3%	80.3%	62.7%	100.0%	69.3%	80.0%	84.6%	74.1%	68.0%	73.7%	80.0%	63.2%	71.1%
Employment Rate 4th Qtr	64.8%	72.0%	70.6%	69.4%	69.5%	60.0%	78.6%	51.1%	89.5%	64.2%	75.6%	96.9%	87.0%	73.9%	73.2%	67.6%	74.1%	69.0%
Median Earnings 2nd Qtr	\$2,610	\$2,900	\$4,819	\$3,457	\$3,641	\$2,718	\$2,161	\$2,674	\$3,931	\$2,988	\$6,836	\$3,775	\$3,412	\$3,743	\$2,685	\$3,290	\$4,642	\$3,309
Credential Attainment	52.2%	58.0%	53.3%	59.3%	63.1%	0.0%	85.7%	27.7%	91.7%	18.1%	66.7%	80.6%	80.0%	55.9%	51.5%	66.0%	56.8%	48.8%
Measurable Skill Gains	40.5%	45.0%	56.0%	59.3%	63.1%	0.0%	85.7%	27.7%	91.7%	18.1%	66.7%	80.6%	80.0%	55.9%	51.5%	66.0%	56.8%	48.8%
WAGNER-PEYSER																		
Number Served (Participants)			1,003	2,721	2,624	594	2,895	1,561	1,210	6,656	2,003	434	850	2,470	1,201	1,461	1,366	28,737
Number Exited (Participants)			692	2,190	2,490	521	2,733	1,400	1,020	5,994	1,658	333	842	2,183	1,225	1,358	1,279	25,821
Employment Rate 2nd Qtr	54.0%	60.0%	52.6%	49.4%	49.1%	54.5%	51.5%	56.4%	53.3%	51.5%	60.3%	52.9%	58.5%	56.4%	54.2%	55.1%	52.3%	53.9%
Employment Rate 4th Qtr	55.8%	62.0%	50.9%	48.5%	47.9%	51.9%	48.5%	55.6%	49.4%	47.0%	55.4%	51.6%	54.1%	54.2%	50.5%	54.3%	48.5%	50.9%
Median Earnings 2nd Qtr	\$4,500	\$5,000	\$6,076	\$5,675	\$5,516	\$6,612	\$5,764	\$5,109	\$6,613	\$5,736	\$7,763	\$5,257	\$5,191	\$4,717	\$4,162	\$4,108	\$4,521	\$5,427

 Did not Meet Goal
 Met the Negotiated Level
 Exceeds the Negotiated Level
 No Participants in Numerator or Denominator