

October 17, 2025

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, October 22, 2025 at 8:30 a.m.** This meeting will be held at Towers Bldg 520 Old Spanish Trail, 5<sup>th</sup> Floor, Slidell, LA.

**AGENDA:**

- 1. Call to order.....Mindy Nunez Airhart, Chairman
- 2. Welcome .....Mindy Nunez Airhart (1 minutes)
- 3. Invocation.....Suzanne Torregano (1 minute)
- 4. Approval of July meeting minutes .....Mindy Nunez Airhart (1 minutes)
- 5. Introduction/Thanks - AJC Staff.....Suzanne Torregano (5 minutes)
- 6. LWC LMI Training.....Corey Williams (30 minutes)
- 7. Review of Expenditure Reports through September 30, 2025.....Suzanne Torregano (5 minutes)  
(Questions only)
- 8. 2025 Budget Approval.....Suzanne Torregano (3 minutes)
- 9. Committee review, appointment of chairpersons.....Mindy Nunez Airhart (5 minutes)
- 10. Updates.....Suzanne Torregano (10 minutes)
  - a. Staff raises effective November 1, 2025
  - b. Review/Approval of Business Service Director Job description/salary range
  - c. Review/Approval of Business Service Rep title change/job duties update
  - d. Legislative Updates
- 11. Updates and discussion on current initiatives.....Dave Maziarz (10 minutes)
- 12. Other Business
- 13. Review of action items
- 14. Public Comment Period

*Mindy Nunez Airhart*

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Mindy Nunez Airhart, Chairman

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

**An Equal Opportunity Employer**

A proud partner of the **americanjobcenter**® network



LOUISIANA**WORKS**

# LABOR MARKET INFORMATION OVERVIEW

COREY WILLIAMS

ECONOMIC DEVELOPMENT RESEARCH ANALYST

RESEARCH & STATISTICS DIVISION

OFFICE OF WORKFORCE DEVELOPMENT

Date: 10/22/2025

# TOPICS FOR TODAY

- What is LMI?
- Finding Labor Market Information
- Louisiana Occupational Information System (LOIS)
- My Life. My Way.
- Star Jobs
- Louisiana Career Clusters



# WHAT IS LMI?

- Labor Market Information
  - Data and analysis on employment and wages.
  - Includes trends in industries and occupations
- What is it used for?
  - Used to help job seekers, students, employers, policymakers, and educators make informed decisions.
- Fed-State Partnership with Bureau of Labor Statistics (BLS)
- Public Data and Free to use!

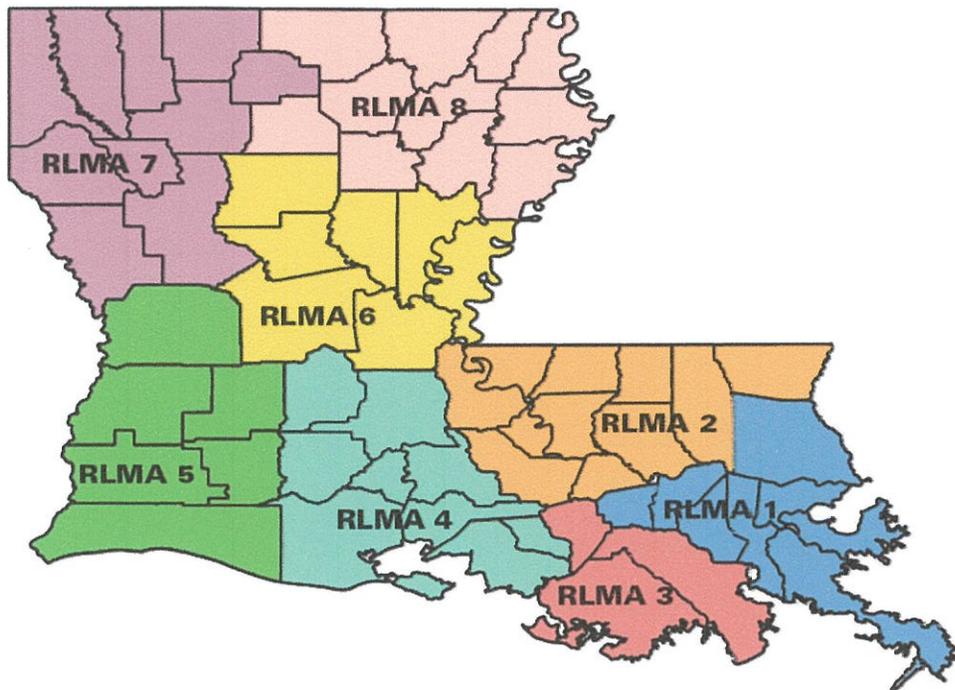


# SEASONALLY ADJUSTED DATA

Louisiana Total Nonfarm Employment (CES)



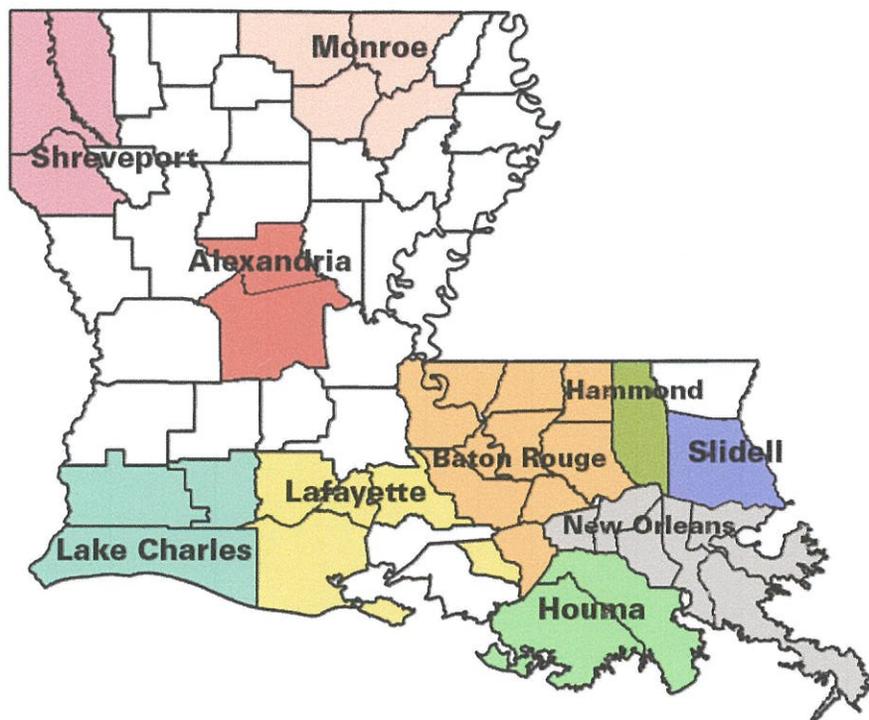
# REGIONAL LABOR MARKET AREAS (RLMAS)



- RLMA 1: New Orleans
- RLMA 2: Baton Rouge
- RLMA 3: Houma
- RLMA 4: Lafayette
- RLMA 5: Lake Charles
- RLMA 6: Alexandria
- RLMA 7: Shreveport
- RLMA 8: Monroe



# METROPOLITAN STATISTICAL AREAS (MSAS)



- 10 MSAs for Louisiana
- Slidell-Mandeville-Covington MSA added in 2025
- MSAs are defined by the Bureau of Labor Statistics and changes are tied to population changes.



# HOW DO I FIND LMI DATA?

- The LWC website: [laworks.net](http://laworks.net)
- Louisiana Occupational Information System (LOIS)
- Bureau of Labor Statistics ([BLS](http://www.bls.gov))
- Industry and Occupation Employment Projections
  - Projections Dashboards and Projections Results available on [laworks.net](http://laworks.net)
- Workforce At A Glance
  - Monthly bulletin & Dashboards available via [laworks.net](http://laworks.net)





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# OTHER LMI PRODUCTS

# MY LIFE. MY WAY.

- Cost of living planning tool designed with students in mind.
- Available [HERE](#) or via the LWC homepage.



## My life. My way.

Click an icon to begin your journey.

**My Life**

Estimate your living costs, learn what you'll need to earn.

**My Money**

Know how much you want to earn?

\$

**My Career**

Have an occupation in mind?

Contact Us.



# STAR JOBS

- High-wage, High-demand job ratings system for Louisiana.
  - Ratings are unique to each RLMA and to the state.
- Tutorial video available on the [webpage](#).



Find a Job or Explore Careers  
TOP RATED OCCUPATIONS

Louisiana has lots of high demand, well paying jobs.  
Finding one is as simple as...

- 1 Tell us your career choice.
- 2 We'll find top rated jobs that match your choice.
- 3 Contact to open jobs!

1 Tell us your career choice.

By Occupation

Enter keyword(s) to view related jobs

FIND MY CAREER CHOICES

OR

SHOW ME ALL CHOICES



# LOUISIANA CAREER CLUSTERS

- \*NEW Dashboard launched August 2025!
- Based on the National Career Clusters® Framework

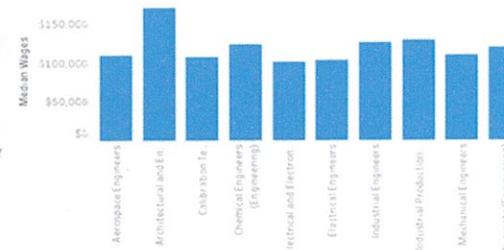
## Career Clusters

Career Cluster	Pathway	Occupation	Education or Training	Top Skill Requirement	Median Wage	Projected Need
Advanced Manufacturing	Engineering	Aerospace Engineers	Bachelor's degree	Critical Thinking	\$109,513	
		Biochemists and Biophysicists	Doctoral/professi	Science		
		Bioengineers and Biomedical Engineers	Bachelor's degree	Active Listening		
		Chemical Engineers (Engineering)	Bachelor's degree	Science	\$129,416	
		Chemists	Bachelor's degree	Science	\$94,285	
		Commercial and Industrial Designers	Bachelor's degree	Active Listening	\$87,338	
		Industrial Engineers	Bachelor's degree	Active Listening	\$125,624	
		Materials Scientists	Bachelor's degree	Active Listening		
		Mathematicians (Engineering)	Master's degree	Mathematics		
		Musical Instrument Repairers and Tuners	High school diploma	Repairing	\$30,030	
		Nuclear Technicians	Associate's degree	Operations Monitoring		
		Physicists (Engineering)	Doctoral/professi	Science	\$118,948	
		Statisticians (Engineering)	Master's degree	Mathematics	\$69,098	
		Architectural and Engineering Managers (Engineering, Production & Automation)	Bachelor's degree	Reading Comprehension	\$170,662	

## Top Skill Requirement



## Top 10 Occupations by Median Wage



**PLEASE PROVIDE FEEDBACK  
ON YOUR EXPERIENCE TODAY**



**LOUISIANA**WORKS



**FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD**

**FUND UTILIZATION REPORT**

**Month ending SEPTEMBER 2025**

	Admin	Program	Total Allocation	Expended 30-Sep-25	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/26
<b>Adult</b>									
FY25 expires 6/26		366,884.00		212,620.21	154,263.79	57.95%	76,522.71	78.81%	77,741.08
FY25 expires 6/26	40,765.00		407,649.00	0.00	40,765.00	0.00%	40,765.00	100.00%	0.00
					0.00	#DIV/0!		#DIV/0!	0.00
					0.00	#DIV/0!		#DIV/0!	0.00
PY25 expires 6/27		125,844.00		0.00	125,844.00	0.00%	3,750.00	2.98%	
PY25 expires 6/27	13,983.00		139,827.00	0.00	13,983.00	0.00%		0.00%	
FY26 expires 6/27		520,790.00		0.00	520,790.00	0.00%		0.00%	
FY26 expires 6/27	57,866.00		578,656.00	0.00	57,866.00	0.00%		0.00%	
	112,614.00	1,013,518.00	1,126,132.00	212,620.21	913,511.79	18.88%	121,037.71	29.63%	77,741.08
<b>Dislocated Worker</b>									
PY24 expires 6/26		53,648.00		53,648.00	0.00	100.00%		100.00%	0.00
PY24 expires 6/26	14,294.00		67,942.00	14,294.00	0.00	100.00%		100.00%	0.00
FY25 expires 6/26		415,406.00		262,668.89	152,737.11	63.23%	43,652.03	73.74%	109,085.08
FY25 expires 6/26	46,156.00		461,562.00	0.00	46,156.00	0.00%	9,061.23	19.63%	37,094.77
PY25 expires 6/27		122,594.00		0.00	122,594.00	0.00%		0.00%	
PY25 expires 6/27	13,622.00		136,216.00	0.00	13,622.00	0.00%		0.00%	
FY26 expires 6/27		374,843.00		0.00	374,843.00	0.00%		0.00%	
FY26 expires 6/27	41,649.00		416,492.00	0.00	41,649.00	0.00%		0.00%	
	115,721.00	966,491.00	1,082,212.00	330,610.89	751,601.11	34.21%	52,713.26	35.42%	146,179.85
<b>Youth</b>									
PY24 expires 6/26		457,419.00		221,338.85	236,080.15	48.39%	58,023.66	61.07%	178,056.49
PY24 expires 6/26	50,824.00		508,243.00	40,447.69	10,376.31	79.58%	10,376.31	100.00%	0.00
PY25 expires 6/27		634,155.00		0.00	634,155.00	0.00%		0.00%	
PY25 expires 6/27	70,462.00		704,617.00	0.00	70,462.00	0.00%		0.00%	
	121,286.00	1,091,574.00	1,212,860.00	261,786.54	951,073.46	21.58%	68,399.97	27.22%	178,056.49
<b>Grand Total</b>	<b>349,621.00</b>	<b>3,071,583.00</b>	<b>3,421,204.00</b>	<b>805,017.64</b>	<b>2,616,186.36</b>	<b>23.53%</b>	<b>242,150.94</b>	<b>30.61%</b>	<b>401,977.42</b>

**FPD WDB EXPENDITURES TO BUDGET REPORT  
through SEPTEMBER 30, 2025**

Budget Line Items	ANNUAL BUDGET JULY 2025 - JUNE 2027	9/30/2025	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% W/ OBS	RESERVE FOR FUTURE YEAR 07/26 - 6/27
<b>Tri-Parish Centers - Program</b>								
Staff Salaries/Fringe	906,885.00	213,172.84	23.51%	693,712.16		693,712.16	23.51%	158,118.10
Operating Costs	168,831.00	35,463.21	21.01%	133,367.79	45,000.00	88,367.79	47.66%	36,500.00
<b>OVERHEAD SUBTOTAL</b>	<b>1,075,716.00</b>	<b>248,636.05</b>	<b>23.11%</b>	<b>827,079.95</b>	<b>45,000.00</b>	<b>782,079.95</b>	<b>27.30%</b>	<b>194,618.10</b>
<b>Training &amp; Support for Clients</b>								
Plaquemines	67,000.00	11,893.89	17.75%	55,106.11	0.00	55,106.11	17.75%	58,585.00
St. Bernard	203,000.00	45,334.66	22.33%	157,665.34	37,487.58	120,177.76	40.80%	175,757.00
St. Tammany	753,194.00	139,108.13	18.47%	614,085.87	95,710.82	518,375.05	31.18%	351,513.00
<b>TRAINING/SUPPORT SUBTOTAL</b>	<b>1,023,194.00</b>	<b>196,336.68</b>	<b>19.19%</b>	<b>826,857.32</b>	<b>133,198.40</b>	<b>693,658.92</b>	<b>32.21%</b>	<b>585,855.00</b>
NIST	84,883.00		0.00%	84,883.00	0.00	84,883.00	0.00%	28,183.00
								0.00
								0.00
<b>Tri-Parish Sub Total</b>	<b>2,183,793.00</b>	<b>444,972.73</b>	<b>20.38%</b>	<b>1,738,820.27</b>	<b>178,198.40</b>	<b>1,560,621.87</b>	<b>28.54%</b>	<b>808,656.10</b>
<b>Admintraton Office</b>								
Staff Salaries/Fringe	152,523.00	36,344.91	23.83%	116,178.09	60,202.54	55,975.55		134,385.45
Operating Costs	41,800.00	10,484.23	25.08%	31,315.77		31,315.77		13,000.00
<b>ADMIN SUB TOTAL</b>	<b>194,323.00</b>	<b>46,829.14</b>	<b>24.10%</b>	<b>147,493.86</b>	<b>60,202.54</b>	<b>87,291.32</b>	<b>55.08%</b>	<b>147,385.45</b>
<b>GRAND TOTALS</b>	<b>2,378,116.00</b>	<b>491,801.87</b>	<b>20.68%</b>	<b>1,886,314.13</b>	<b>238,400.94</b>	<b>1,647,913.19</b>	<b>30.71%</b>	<b>956,041.55</b>

**FIRST PLANNING DISTRICT  
WORKFORCE DEVELOPMENT BOARD  
TWO-YEAR BUDGET  
JULY 1, 2025 THROUGH JUNE 30, 2027**

Total Funds available through June 2027	PROGRAM	Additional PROG Funds	ADMIN	Additional ADMIN Funds	TOTAL
Total Carryover Funds	959,987.65		144,126.45		1,104,114.10
New Allocation 2025/2027	1,778,226.00		197,582.00		1,975,808.00
AARP New/Carry Over	30,428.96				30,428.96
CAA - SUM '25	13,193.59				13,193.59
GNO INC	12,031.90				12,031.90
NIST	198,581.00				198,581.00
<b>GRAND TOTAL</b>	<b>2,992,449.10</b>	<b>0.00</b>	<b>341,708.45</b>	<b>0.00</b>	<b>3,334,157.55</b>
	2,992,449.10		341,708.45		3,334,157.55

LINE ITEMS	ANNUAL BUDGET July 1, 2025 – June 30, 2026		EXPENDITURES TO DATE SEPTEMBER 2025		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe	906,885.00	69,511.00	213,172.84	15,862.45	693,712.16	53,648.55
One Stop Operator	60,000.00		15,000.00		45,000.00	0.00
Salaries Contract - Finance Dir		83,012.00		20,482.46	0.00	62,529.54
Travel/Mileage	5,000.00	2,000.00	1,369.13		3,630.87	2,000.00
Conference/Meetings	9,450.00	2,550.00	30.00		9,420.00	2,550.00
Unemployment Insurance	0.00	0.00			0.00	0.00
Staff Drug Screen/new hire	250.00	50.00			250.00	50.00
Accounting Services	0.00	9,000.00		1,194.48	0.00	7,805.52
Supplies	10,900.00	1,480.00	2,083.17	210.07	8,816.83	1,269.93
Furniture/Equipment	10,500.00	3,100.00	2,728.38	2,658.03	7,771.62	441.97
Rent	16,300.00	3,000.00	3,834.31	665.69	12,465.69	2,334.31
Repairs/Maintenance	1,200.00	1,000.00	147.85	34.65	1,052.15	965.35
Telephone/Internet	12,000.00	2,800.00	2,935.23	604.62	9,064.77	2,195.38
Insurance (GL/Cobra/Surety Bond)	1,600.00	6,500.00		4,623.81	1,600.00	1,876.19
Licensing Fees/Assessments	5,300.00	550.00	2,261.40	114.53	3,038.60	435.47
Postage	581.00	850.00	5.99		575.01	850.00
Advertisement	750.00	1,000.00			750.00	1,000.00
Outreach	12,000.00	20.00	795.20	16.90	11,204.80	3.10
Professional Development – Staff	5,000.00	1,500.00			5,000.00	1,500.00
Professional Dues/Services	1,500.00	3,800.00			1,500.00	3,800.00
Auto (Gas/Maint/Insurance)	11,500.00	2,000.00	4,272.55	361.45	7,227.45	1,638.55
Workforce Board Expenses	0.00	600.00			0.00	600.00
Analysis Survey	5,000.00				5,000.00	0.00
NIST	84,883.00	0.00			84,883.00	0.00
Training & Support - Participants*	1,023,194.00		196,336.68		826,857.32	0.00
					0.00	
					0.00	0.00
Misc. Program Income						
<b>SUBTOTAL</b>	<b>2,183,793.00</b>	<b>194,323.00</b>	<b>444,972.73</b>	<b>46,829.14</b>	<b>1,738,820.27</b>	<b>147,493.86</b>

\*Training and Support Breakdown

OJT	10,197.66
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	50,958.93
WORK EXP	92,442.80
SUPPORT	29,543.70
CAA'25	13,193.59

196,336.68

**FIRST PLANNING DISTRICT  
WORKFORCE DEVELOPMENT BOARD  
TWO-YEAR BUDGET  
JULY 1, 2025 THROUGH JUNE 30, 2027**

Total Funds available through June 2027	PROGRAM	Additional PROG Funds	ADMIN	Additional ADMIN Funds	TOTAL
Total Carryover Funds	959,987.65		144,126.45		1,104,114.10
New Allocation 20252027	1,778,226.00		197,582.00		1,975,808.00
AARP New/Carry Over	30,428.96				30,428.96
CAA - SUM '25	13,193.59				13,193.59
GNO INC	12,031.90				12,031.90
NIST (2 YEAR)	198,581.00				198,581.00
<b>GRAND TOTAL</b>	<b>2,992,449.10</b>	<b>0.00</b>	<b>341,708.45</b>	<b>0.00</b>	<b>3,334,157.55</b>
	2,992,449.10		341,708.45		3,334,157.55

LINE ITEMS	ANNUAL BUDGET July 1, 2025 – June 30, 2026		RESERVE July 1, 2026 - June 30, 2027		ALL YEARS GRAND TOTALS		
	PROGRAM	ADMIN	PROGRAM	ADMIN			
	PROGRAM	ADMIN	PROGRAM	ADMIN			
Staff Salaries/Fringe	906,885.00	69,511.00			1,194,899.55		
One Stop Operator	60,000.00				80,000.00		
Salaries Contract - Finance Dir		83,012.00			157,012.00		
Travel/Mileage	5,000.00	2,000.00			7,000.00		
Conference/Meetings	9,450.00	2,550.00			12,000.00		
Unemployment Insurance	0.00	0.00			0.00		
Staff Drug Screen/new hire	250.00	50.00			300.00		
Accounting Services	0.00	9,000.00			16,500.00		
Supplies	10,900.00	1,480.00			12,380.00		
Furniture/Equipment	10,500.00	3,100.00			13,600.00		
Rent	16,300.00	3,000.00			25,300.00		
Repairs/Maintenance	1,200.00	1,000.00			2,200.00		
Telephone/Internet	12,000.00	2,800.00			22,300.00		
Insurance (GL/Cobra/Surety Bond)	1,600.00	6,500.00			11,100.00		
Licensing Fees/Assessments	5,300.00	550.00			5,850.00		
Postage	581.00	850.00			1,431.00		
Advertisement	750.00	1,000.00			1,750.00		
Outreach	12,000.00	20.00			12,020.00		
Professional Development – Staff	5,000.00	1,500.00			8,500.00		
Professional Dues/Services	1,500.00	3,800.00			5,300.00		
Auto (Gas/Maint/Insurance)	11,500.00	2,000.00			17,000.00		
Workforce Board Expenses	0.00	600.00			600.00		
Survey/Analysis	5,000.00				5,000.00		
NIST (1ST YEAR)	84,883.00				113,066.00		
Training & Support - Participants*	1,023,194.00				1,609,049.00		
					0.00		
Misc. Program Income					0.00		
<b>SUBTOTAL</b>	<b>2,183,793.00</b>	<b>194,323.00</b>	<b>0.00</b>	<b>0.00</b>	<b>808,656.10</b>	<b>147,385.45</b>	<b>3,334,157.55</b>

Sumbitted By:

Concurrence of:

Suzanne Torregano, WDB Executive Director

President Michael Cooper, CEO to the Board

Approved by the Workforce Development Board

Mindy Airhart, Chairperson

Date

<b>Executive Committee</b>	<b>Business Engagement</b>	<b>Community Development</b>	<b>Development</b>
Mindy Nunez Airhart	Don Shea	Rachel Mackey	
Jerry Repka	Mark Pisani	Michelle Uzee	
Stephanie Dupepe	Dave Kaufmann	Stephanie Dupepe	
Ross Gares	Michelle Hebert	Garrett Giglio	
Chris Abadie	Bill Henley	Cherie Kay Larocca	
	Kelly Phillips	Denise Davillier	
	Keith Espadron	Jerry Repka	
	Jim Carlson	Jonika Fisher	
	Sandy Badinger	Ellis Bourque	
		Liz Mailian	
		David Horchar	

## **2026 meeting dates**

### **Executive Committee**

January 14 (Nunez)

April 15 (Towers)

July 15 (Nunez)

October 14 (Towers)

### **Board meetings**

January 28 (Nunez)

April 29 (Towers)

July 29 (Nunez)

October 28 (Towers)

## Tri-Parish Works Position Description

# Business Services Specialist

### Reports to:

Director of Operations & Planning and the Director of Business Services

Salary Range: \$46,000 - \$56,000

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### Qualifications

- Bachelor's Degree or equivalent work experience\*
- Minimum 2 years of experience in human resources, marketing, recruitment, or related field
- Excellent verbal and written communication skills
- Experience in marketing, sales, and digital outreach, including social media and website content management
- Familiarity with employer outreach, candidate sourcing, and recruitment processes
- Strong presentation and public speaking skills
- Proficient in Microsoft Word, Excel, PowerPoint, and online communication tools

\* Three (3) years of marketing, recruitment, or workforce development experience may be substituted for the degree requirement.

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### General Summary

Under the direction of the **Director of Operations & Planning and the Director of Business Services**, the **Business Services Specialist** serves as a key liaison between the local business community, workforce system partners, and job seekers. This position identifies employer needs, proposes solutions to human resources and workforce challenges, and promotes the services, brand identity, and visibility of Tri-Parish Works AJC and ancillary offices. The Specialist also supports digital engagement strategies through websites, social media, and online platforms to expand awareness, accessibility, and partnerships.

The position also incorporates shared responsibilities from the former Recruitment & Placement department, including coordinating job postings, assisting employers with candidate sourcing, and managing recruitment and placement activities to ensure seamless delivery of services to both businesses and job seekers.

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## Essential Duties and Responsibilities

1. Develop and maintain a thorough knowledge of Business Solutions and local, regional, and state workforce programs and services to communicate effectively with employers and partner agencies.
2. Serve as a subject matter expert and distributor of timely economic, business, and workforce trend information, providing rapid response to special projects, initiatives, and requests.
3. Manage and update content for websites, social media platforms, and digital marketing materials to strengthen public awareness and brand consistency.
4. Collect and catalog business resources and service information to make appropriate referrals and linkages.
5. Analyze demographic and workforce data to identify shifts in business and industry trends, labor demand, and training requirements.
6. Coordinate with regional sector partnerships and LWC Industry Sector Coordinators to ensure alignment with local strategies, including talent pipelines, career pathways, and sector-based recruitment initiatives.
7. Maintain regular contact with local businesses to identify workforce needs, promote available services, and establish long term relationships within the business community.
8. Develop and implement feedback tools (surveys, focus groups, interviews) to capture employer needs and satisfaction.
9. Create, coordinate, and distribute promotional materials and online content reflecting the services, brand, and success stories of Tri-Parish Works AJC and ancillary offices.
10. Lead recruitment and placement functions, including posting job openings, sourcing candidates, and coordinating pre-screening and referral processes.
11. Develop customized training and on-the-job training programs for employers, in collaboration with workforce partners and internal teams.
12. Monitor recruitment progress and ensure timely communication and follow-up with employers and candidates.
13. Maintain knowledge of all technology and online tools used for business engagement, including HiRE and other digital services platforms.
14. Prepare and present reports detailing activities, performance outcomes, and customer engagement metrics.
15. Record, track, and share relevant information with internal staff and partner agencies to ensure cohesive delivery of services.
16. Contribute to organizational performance goals, including customer satisfaction, employer engagement, service utilization, and account growth.
17. Perform other duties as assigned.