

September 20, 2022

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, September 28th, 2022 at 8:30 a.m.** This meeting will be held at Northshore Technical Community College, 65556 Centerpoint Blvd., Room 105, Lacombe, Louisiana.

**AGENDA:**

1. Call to order.....Alan Thriffiley, Chairman
2. Welcome and Introductions.....Alan Thriffiley (5 minutes)
3. Invocation.....Melissa Kirsch
4. Swearing in of new Board members.....Alan Thriffiley (5 minutes)
5. Comments from the Chairman.....Alan Thriffiley (5 minutes)
6. Approval of August 17, 2022 meeting minutes (Action Item).....Alan Thriffiley (5 minutes)
7. Review of Expenditure and Operation Reports through August 2022.....Melissa Kirsch (5 minutes)  
(Questions only)
8. Update and Discussion on Board Member succession planning.....Alan Thriffiley (10 minutes)
9. Review and Approval of amended Fiscal year Budget 22/23 (Action Item).....Melissa Kirsch (10 minutes)
10. Review and Approval of Center Certification (Action Item).....Melissa Kirsch (10 minutes)
11. Open discussion on “Developing and expanding industry-driven career exposure for youth”.....Board members (30 minutes)
12. Other Business
13. Review of Action Items
14. Public Comment Period

*Alan V. Thriffiley, EA*

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Alan Thriffiley, Chairman

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

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## FIRST PLANNING DISTRICT WDB MEETING MINUTES

August 17, 2022 – 8:30 a.m.

### MEETING INFORMATION

Location	This meeting was held in person at the Administrative Complex in St. Tammany Parish.		
Attendees	Chairman Alan Thriffiley	Mr. Chris Abadie	Mrs. Charlene Bonck
	Dr. James Carlson	Mrs. Lacey Dugas	Mrs. Stephanie Dupepe (via Phone)
	Mr. Keith Espadron, Jr.	Mr. David Kaufmann, Jr	Mrs. Adriana Kriesen (via Phone)
	Mr. Mark Pisani	Mr. Stephen Price	Mr. Jerry Repka, II
	Mr. Mike Stedem (via Phone)	Mrs. Runiaja Vicksbrown	
	Mrs. Melissa Kirsch (Executive Director)	Mrs. Jennifer Barnett (Director of Operations and Planning)	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. He introduced a potential board member, Mrs. Runiaja Vicksbrown. She is a Program Manager for DCFS covering Orleans, St. Tammany, and Tangipahoa parishes.

### 3. INVOCATION

Mrs. Melissa Kirsch gave the invocation.

### 4. COMMENTS FROM THE CHAIRMAN

Chairman Alan Thriffiley shared that the board will be experiencing changes within the near future. Details are limited at the time, but multiple board members are coming up on their term limits. Leadership opportunities will be available, and a special board meeting will be called to address this. He requested that every member consider as to whether they could contribute in a leadership role to the board. He also shared that the board, and not Mrs. Melissa Kirsch, is responsible for its board members. Meaning that if any board member is aware of a candidate that could contribute, it is encouraged they share their recommendations.

### 5. APPROVAL OF JUNE 15, 2022 MEETING MINUTES

Chairman Alan Thriffiley presented the minutes from the June 15, 2022 board meeting, and reviewed the action items. He mentioned a typo on item 6, number 2 (\$33,00) that needed correction to reflect \$ 33,000. No further discussion or questions were given. A motion for approval was made by Mr. Jerry Repka, II and seconded by Dr. James Carlson. The minutes were approved by a unanimous vote with no objections.

### 6. REVIEW AND DISCUSSION OF EXPENDITURE AND OPERATION REPORTS THROUGH JUNE 2022

Mrs. Melissa Kirsch was recognized to present the expenditure and operation reports through June 2022 that closes the fiscal year. Mrs. Kirsch directed the board members to refer to their meeting packets and started discussion on the Expenditures to Budget Report. The key take-away from this report is that planned funds were spent to budget, especially in our formula grants and Dislocated Worker COVID grant. The only struggle experienced was with the Dislocated Worker IDA Grant. The challenges with this specific grant were shared in depth at the previous meeting, and Mrs. Kirsch shared her confidence in current plans to expend these funds across all three parishes before expiration. The report does list it as "Plaquemines – IDA" because of the initial intent when requested, but they are not required to be utilized solely within that parish. Because of the delay in receiving funds, most of the intended cleanup had already been completed. These funds are still planned to assist with the remnants of the clean-up process, and Mrs. Kirsch is awaiting the finalization of the State's RFP for 3<sup>rd</sup> party contractors needed for job placement. There are also multiple other agencies that have shown interest, including Catholic Charities, for assistance in humanitarian efforts towards relief. Unfortunately, these funds can not be used for supplies or needs lost during the emergency event. The following



report, Detail Expenditure Report, provides an itemized list for these budgets. The final report shared was the Fund Utilization Report that confirms no old money was recaptured.

### **7. REVIEW AND APPROVAL OF REVISION #3 TO ANNUAL BUDGET FOR 21/22**

Mrs. Kirsch introduced a revision to 2 notations needing adjustments to the annual budget discussed at the previous meeting. These adjustments are made to ensure that there are no line items in last year's budget reflect a negative total. The first request is for line item of Licensing Fees/Assessments. It was short \$800, and this total can be adjusted by moving the same from Outreach to balance. The second request is to move \$16,811 of reserve Admin funds to cover line item for Salaries/Fringe. Please note that the salaries were not wrong and there have been no unknown wages. Our salaries get split between program and administration funding. When budgeting was completed two program years prior, it was anticipated that some of the program funds were going to be needed to support the admin. This is adjustment is to reflect funds allocated for Admin from the additional disaster grants received to spare the program spending. Next year's budget report will show the separation. A motion for approval was made by Dr. Jim Carlson and seconded by Mr. Steven Price. The revisions were approved by a unanimous vote with no objections.

### **8. 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. She reminded the board that these are not final until the approved contractor finalizes her review. This needs to be completed inform the centers of what is available to spend in each funding category after applying current obligations. Before proceeding, Mrs. Kirsch provided a quick comparison of the rollover funds available in the Detailed Expenditure Reports for last year and this year. There is a large difference in the Grand Total between this year's \$ 2,590,812 and last year's \$ 4,529,450. Last year, we carried over \$ 947,255 of formula funds and this year only \$ 375,238 was carried over. Our allocations last year were \$1,750,275 and this year is \$ 1,474,353. Another key factor leading to that result is the difference between the program totals of the COVID NDWG. These funds are an unrenewed, one-time grant and the large variance between this year and last is verification of the spending that is occurring. It is also important to keep in mind that these funds end in December. Mrs. Kirsch then shared that two changes previously requested by the board were made to the budget report detail. The first being the separation of staff salaries into two line items: Centers and Admin. The second is the separation of system operator into two line items to detail the funds spent on the operator training component. Besides these two changes, no other major changes are reflected in the budget structure. The final update shared was on the placement of \$300,000 in reserve funds for Training & Support. Requests for recaptured money, \$250,000 in DWG and \$400,000 formula funding, have already been made. Unfortunately, we are not the only area requesting funds as most within the state are struggling. This was done in effort to plan for next year. Upon no further questions, Mr. David Kauffman, Jr. presented a motion to approve the budget, and it was seconded by Mr. Keith Espadron. The motion was approved by a unanimous vote with no objections.

### **9. REVIEW AND APPROVAL OF REVISED GRIEVANCE COMPLAINT POLICY**

Chairman Thriffiley opened this topic with referencing an email he recently received from a terminated employee containing multiple accusations of which he was unaware. He redirected the former employee back to their previous management team yet continued to receive further complaints from the same individual. This process brought awareness to the lack of clarity of the grievance policy in place. Mrs. Kirsch shared that it is her current goal to review and update existing policies, as the last was completed in 2016. She is going to begin with those focused on the centers first, and then continue smaller, frequent updates throughout the year as to not overwhelm the board with requests. The state has also asked for two missing items they had noticed in a recent review. Both items were highlighted in the policy provided to each member in their meeting packet. Mr. Chris Abadie presented a motion to approve the modification, and it was seconded by Mr. David Kauffman, Jr. The motion was approved by a unanimous vote with no objections.

### **10. REVIEW OF 2021 - 2022 FISCAL YEAR**

Mrs. Melissa Kirsch introduced the fiscal review of the previous program year. Overall program funds spent 82% at \$3,386,288 with 70% of those funds directed to training and support. This is much higher this year because of the funds spent on NDWG temporary jobs. A comparison between the last two fiscal years was shared to provide perspective on the differences caused by COVID. The annual budget for 2020/2021 was \$4,812,061 with expenditures at \$3,161,059 (66%). The year of 2021/2022 had an annual budget of \$5,133,079 with expenditures at \$ 3,650,643. We have been in



a spending mode, which we will have to adjust with the current budgets. Mrs. Kirsch then shared a snapshot of how the funding was represented by category over the last year. WIOA funds spent on training alone totaled \$2,367,742 with the majority spent on classroom training followed by the disaster grant temporary jobs. OJT training dollars were decreased incredibly due to the pandemic. Over 650 individuals were serviced by the center staff with 380 placed in funded training. She continued to share that 40% of the funded individuals were placed in training focused on the transportation industry, 22% in healthcare, 16% in youth, and 11% in construction. While diving into these metrics, the characteristics of the 650 assisted participants was also analyzed and shared. Approximately 78% were unemployed and low income, and almost a quarter were a single parent or receiving federal assistance. The lowest characteristic represented is the veteran population at 4%, but that is largely in part to the additional resources available for them. Performance metrics for the year yielded majority green with no category under expectations. Employment in 2<sup>nd</sup> quarter was 83.3% with a drop in the 4<sup>th</sup> quarter to 69.3%. Median earnings are showing above expectations, but not all earnings are captured immediately. Highlights of the last year include presenting at the National Association of the Workforce Boards, hosting the largest job fair with 156 employers in the fall, expanding the Career Exploration Summer Academy, leveraging \$133k in cash contributions for summer programming, and participating in a new healthcare sector initiative on the Northshore.

Mrs. Kirsch then invited Ms. Stacie Chitwood to provide a summary of this year's results of the Career Exploration Summer Academy. St. Tammany's cohort was funded through a \$65,000 CAA contribution and enrollment was contingent to CAA guidelines. In total, 24 youth were enrolled with all experiencing a low-income barrier. Other barriers included homelessness, K.I.T., dropout, and disabilities. All 24 completed the entire program, and 17 confirmed training enrollments. The breakdown included 14 to NTCC and 3 to unfunded training programs. Of the remaining 7 participants, 2 are entering work experience with LRS, 3 confirmed that classroom training was not the best course and are seeking employment. A snapshot of the cost breakdown displayed that almost half of the funds spent went to initiatives to encourage participant motivation and participation. St. Bernard's program was funded by WIOA and faced limited budget constraints. A max of 7 students were enrolled, and all were low income with limited or no work history. Two enrolled in training and five obtained full time employment. The third summer program discussed was the St. Bernard Coral Reef Restoration Project. This program is a partnership between Nunez Community College and the Mereaux Foundation. Participants are trained in welding by creating oyster reef barriers that will both provide hands on experience to the student and assist in the protection of our state's coast. Four students were funded through WIOA, and all four are currently enrolled in welding training at Nunez. Plaquemines results were not provided at the work experience program is still in progress. Dr. Carlson shared that it be kept in mind to find sponsorships to increase capacity for future summers. Multiple cohorts could possibly occur, but it was recommended that they were have to be broken apart with multiple instructors. Chairman Thriffiley reminded the board that this program is an outreach that was decided at the last retreat and the only limits were from funding. He proposed a petition to the board to reach out for sponsors based on the results that are being yielded. Mrs. Kirsch confirmed this perspective and supported these efforts once a plan is confirmed.

## **11. OPEN DISCUSSION ON "HOW TO INCREASE CENTER TRAFFIC POST-COVID"**

Mrs. Jennifer Barnett addressed the board and requested an open dialogue to gain insight on how to drive traffic into the centers. When the notice came that the UI funding was ending, the center prepared for an influx of traffic, but very few came. The funding spent was done by seeking out participants. While there has been a slight increase with the cost of goods rising, it is far from the level the centers have achieved in the past. On average the St. Bernard office is seeing 5 people daily. This past year we saw 680 people physically in person, while last year we saw 792. Our job fairs are indicative of this as well with low attendance. Mrs. Barnett asked each board member as to why this is occurring and if anyone had any insights on how to increase the number of people engaged in the workforce. Below is a summary of the thoughts and opinions shared: Applicants are increasing, but increased assistance is required from the applicant throughout the process.

- Technology and social media are crucial in sharing opportunities.



- Job fairs and openings are being shared, but experiences are not present. (Lack of personal experiences)
- LinkedIn is a safe space for employers, but there has been an increase in jobseekers on this site as well.
- Indeed has been the most effective when seeking a specific opening, however the charge is per application.
- Funding for job fairs should be focused on more successful connections to job seekers. Job fairs are executed through sponsorships, but there is \$5,000 allocated for outreach.
- Mrs. Lacey Dugas offered to host a day to advertise locally to assist in enrollment of new participants. Rural areas struggle with internet.
- Plaquemines needs to be more involved and represented.
- Most are unaware of the services that are provided unless they directly engaged with the staff.
- Covid forced multiple two-income households down to one, and now with inflation this will be changing.
- Get back to basics on how to get connected. Make it a campaign to "Get Connected"
- Traffic that is coming in currently are typically connected to LRS services or RESEA.
- Revamping of TriParish Works website including online scheduling, resume feedback, chat feature, etc.
- Virtual appointments are possible, but privacy is a concern. Solutions include cubicle section or center mobile phone.
- Virtual job fairs have not been successful. It has been awkward and chaotic for both the employer and jobseeker. They are also expensive.
- Virtual services and workshops on resume writing, skills, etc.

It was questioned as to the importance of traditional walk-in traffic in today's online environment. Mrs. Barnett shared that the traffic includes those not always present in person, but it is vital to develop a relationship with our participants to ensure the right candidate referrals. TPW's social fingerprint is in place and being updated regularly. Chairmain Thriffiley closed the topic with stressing the importance of a virtual presence, and board members have a duty to share and drive. Every board member is responsible to have their individual 30 second speech when interacting within their role.

## 12. OTHER BUSINESS

Chairmain Thriffiley opened the floor to any questions. Dr. Jim Carlson inquired as to whether there was any consideration to cost of living adjustment made for the staff because of inflation. Mrs. Kirsch stated that it was not done now due to budget cuts, but it is not off the table. Two raises were previous given within 6 months of each other, based off of performance, last year. Mr. Chris Abadie asked if there is a rule about how much can and should be spent on staffing, and Mrs. Kirsch explained that there was not a federal mandate currently. The state previously had a limit on 10%, but the only mandated direction for spending is that 20% is required for training. Mr. Abadie stated his opinion on the importance of looking into this because it is a real issue felt across the board. Mrs. Kirsch agreed and mentioned that she is hoping to find out about receiving additional resources to make it easier to do. At that point, it can be done mid-year and a line-item budget revision would be requested.

## 13. PUBLIC COMMENT PERIOD

Mrs. Kirsch reminded the board that the next meeting is scheduled for September 28<sup>th</sup>. The location is still pending because of a meeting previously scheduled in this office. Dr. Carlson offered NTCC as a meeting location if needed. No further comments were shared, and the meeting was adjourned at 10:21 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.

**BOARD MEMBERS**

- Prepare 30 second speech to share during interactions with community and business partners.
- Share TPW social media for posted opportunities.

September 28, 2022 Meeting

Agenda Item #9

Amended Fiscal Year Budget 22/23

The new fiscal year budget was originally approved at the August 17<sup>th</sup> meeting, however, a few errors were found and corrected.



**FIRST PLANNING DISTRICT  
WORKFORCE DEVELOPMENT BOARD**

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

Total Funds available through June 2024	PROGRAM	ADMINISTRATION	TOTAL
Total Carryover Funds	\$ 408,916	\$ 162,639	\$ 571,555
New Allocation 2022/24	\$ 1,474,352	\$ 163,817	\$ 1,638,169
St. Tammany Corp CEA			
DDWG COVID	\$ 689,666	\$ 100,453	\$ 790,119
DDWG IDA	\$ 339,741	\$ 38,000	\$ 377,741
<b>GRAND TOTALS</b>	<b>\$ 2,912,675</b>	<b>\$ 464,909</b>	<b>\$ 3,377,584</b>

EXPENDITURE  LINE ITEMS	ANNUAL BUDGET		RESERVE		ALL YEARS GRAND TOTALS
	July 1, 2022 – June 30, 2023		July 1, 2023 – June 30, 2024		
	PROGRAM	ADMIN	PROGRAM	ADMIN	
Staff Salaries/Fringe incl. DDWG	774,449	241,414		150,000	1,165,863
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			6,000
Rent	15,000	4,800		3,500	23,300
Repairs/Maintenance	1,600	1,000			2,600
Telephone/Internet	10,000	4,000			14,000
Insurance (GL/Cobra/Surety Bond)	1,100	6,500		3,000	10,600
Licensing Fees/Assessments	11,800	1,200			13,000
Postage	200	1,000			1,200
Advertisement	370	800			1,170
Outreach	13,500	1,000			14,500
Professional Development – Staff	2,800	500			3,300
Professional Dues	1,960	2,000		145	4,105
Auto (Gas/Maint/Insurance)	3,490	7,750			11,240
Training & Support - Participants	899,183		200,000		1,099,183
Disaster - COVID	586,207				586,207
Disaster - IDA	318,216				318,216
Misc. Program Income					0
<b>TOTALS</b>	<b>2,712,675</b>	<b>297,764</b>	<b>200,000</b>	<b>167,145</b>	<b>3,377,584</b>

3,377,584

Submitted By:

Concurrence of:

*Melissa Kirsch*

Melissa Kirsch, WDB Executive Director

President Michael Cooper, CEO to the Board

Approved by the Workforce Development Board on September 28, 2022

Alan Thriffiley, Chairman



September 28, 2022 Meeting

Agenda Item #10

Center Certification Approval

The Workforce Board is required to certify every two years that the local Centers are in compliance with key statutory and regulatory requirements. The attached document outlines the scoring criteria required to complete this process.

## LWC Comprehensive AJC Certification Matrix Scoring Criteria

The Louisiana Workforce Commission's American Job Center (AJC) Certification is intended to ensure that every comprehensive AJC is in compliance with key Workforce Innovation and Opportunity Act (WIOA) statutory and regulatory requirements. If an AJC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan (CAP) that outlines how they will bring the AJC into compliance.

Each Local Area must submit a fully completed and signed matrix and, if needed, a CAP for each deficient criteria to the Louisiana Workforce Commission, Office of Workforce Development for each comprehensive AJC by **December 31, 2022**.

Name of Local Area	LWDA 10 – First Planning District
Name of AJC	Tri-Parish Works
Address of AJC	520 Old Spanish Trail, Slidell, Louisiana 70458

<b>AJC Scoring Criteria</b>		
<b>Implements the signed Memorandum of Understanding (MOU)</b>	<b>Yes</b>	<b>No</b>
An MOU has been signed by all required AJC partners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The signed MOU expressly identifies the AJC as a comprehensive center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJC implements the MOU specifications applicable to comprehensive centers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Implements the Local Board with defined roles and responsibilities for both the AJC Operator and Career Services Provider</b>	<b>Yes</b>	<b>No</b>
AJC Operator selected in compliance with Competitive Selection Requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roles and responsibilities of AJC Operator are clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Career Services are provided by the American Job Center. If no, were your career services competitively procured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roles and responsibilities of the Career Services Provider within the AJC are clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



<b>Meets all regulatory requirements to be a comprehensive AJC as per WIOA Joint Final Rule <a href="#">20 CFR § 678.305</a></b>	<b>Yes</b>	<b>No</b>
AJC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section <a href="#">20 CFR 678.430</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides access to training services for adult and dislocated workers identified in WIOA Joint Final Rule Section <a href="#">20 CFR § 680.200</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides access to employment and training activities carried out under WIOA Section 134(d).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides access to programs, services, and activities of all required AJC partners by having partner staff physically co-located at the AJC, having a staff person at the AJC who has been cross-trained to provide information about partner programs, or having direct linkage through technology to staff who can provide meaningful information or services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides workforce and labor market information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides customers with access to programs, services, and activities during regular business hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC meets or exceeds the branding and common identifiers requirements outlined in TEGL 36-11 and subsequent policies issued by LWC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>	<b>Yes</b>	<b>No</b>
<p>The AJC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and 29 CFR Part 38. Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities</li> <li>• Administering programs in the most integrated setting appropriate</li> <li>• Communicating with persons with disabilities as effectively as with others</li> <li>• Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity</li> <li>• Providing for the physical accessibility of the AJC to individuals with disabilities</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Yes	No
<b>The comprehensive one-stop meets all Criteria for AJC Certification</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Local Board Chair must attest to the Local Board's certification decision by signing below.

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Signature/Date Alan Thriffiley, Chairman First Planning District Workforce Development Board LWDA 10

Concurrence by Chief Elected Official:

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Signature/Date Michael Cooper, President St. Tammany Parish Government



September 28, 2022 Meeting

Agenda Item #11

Open discussion on “Developing and expanding  
Industry driven, career exposure for youth

The attached document provides progress on the Goal established during the retreat held earlier in the year. A committee met recently and expanded upon the specific outcomes that will measure success.

# Moving 2022 Board Retreat Strategy Forward

Update: June 2022

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

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

Review the proposed next steps. Do they make sense? Are they in the correct order? Who is responsible? When is it due?

Updated 9/20/2022

Priorit y Order	Item	Who Responsible? Individual / Committee / Working Group	Timeline	Status/Comments
1	Determine Desired outcomes:  Ensure young adults have the opportunity to learn about and have exposure to careers/industries within the region	Committee & Individual members as assigned	Complete 9/20/2022	Committee reviewed ideas and narrowed focus: Celebrated interim success of doubling Summer Career Exploration participation (2021-2022) <ol style="list-style-type: none"> <li>1. Expand Summer Career Exploration Academy (SCEA)</li> <li>2. Support and grow Summer Internship Programs</li> <li>3. Create opportunity to expose youth to careers through parish wide Career Expos in all three parishes</li> <li>4. Make workforce connections earlier by developing name recognition in the K-12 system (students and parents)</li> </ol>
2	Create list of specific outcomes will measure success	Committee	Complete 9/20/2022	1a.) Acknowledged success of more than doubling SCEA from 2021-2022 from 17 to 36



				<p>1b.) Goal to increase to 100 participants in by Summer 2023</p> <p>2a.) Increase from 5 to 10 Oyster reef Project Summer 2023</p> <p>3a.) Produce three Career Expos in partnership with K-12 in the next 12 months</p> <p>4a.) Have permanent signage in all high schools within 12 months.</p>
2.5	Decide which initiatives are “doable” along with timeline and action steps for each	Committee members	In Process	The “doable” projects, in concept, have been identified. Timelines and action steps are being developed under step 3 and due Nov 20th
3	Formulate a list of recommended activities (including scale and scope) that would be beneficial and add-value	Jennifer & Review by Committee	(60 days) Submit to Committee for review Nov 20 <sup>th</sup>	<p>Further develop specific steps, actions, and tasks to be completed for each specific goal</p> <p>Each project will generate its own project map</p>
4	Explore of needed resources and partners and their availability for each goal	Committee members as assigned	Rolling Timeline Due by Dec 31st	<p>Goal 1b.) Due by Dec 1</p> <p>Goal 2a.) Due by Dec 1</p> <p>Goal 3a.) Due by Dec 31<sup>st</sup></p> <p>Goal 4a.) Due by Dec 31st</p>
5	Tracking progress of execution of plans to achieve Goals 1-4	Committee members as assigned		Upon completion of Step 3, progress for each goal will begin and noted here with separate detail tracking.
6	Conduct research to determine existing initiatives and create a depository for all related programs	Melissa, Jennifer, & Lenny	(4 months) Due January 31st	Follow up with the K-12 and Community Technical colleges to generate a complete list of all career focused activities, such as the Oyster Reef Project, Career Day,
7	Analyze data collected to determine “what’s missing”	Committee members	(60 days) Feb 1 – Mar 31	Committee is to review results of research and provide written summary to the Board by March 31, 2023

**GOAL #1: Duplicate and expand 2021 pilot “Summer Youth Career Exploration Academy”**

**Status: Initial Goal 2022 Achieved!** Replicated program in St. Bernard Parish. More than doubled the Summer Career Exploration Academy total capacity

Goal	2021	2022 Status/Comments	Funding Source	Partners	Challenges/Opportunities
Expand St. Tammany Career Exploration Academy	17 youth enrolled 100% WIOA funding	Capacity increased: From 15 participants to 24 in Summer 2022	100% CAA \$65,855	CAA, NTCC and k-12 + multiple Employer partners	Capacity of the facility partner limited to 25
Duplicate Career Exploration Academy in St. Bernard	2 in WEX 100% WIOA funding	5 students funded. 100% WIOA in SCEA with 5 funded in Welding Internship (Oyster Reef Project)	100% WIOA \$36,800	Nunez, K-12 and multiple employer partners	Actual capacity is for up to 20, but only with additional funding. Opportunity for full /partial Employer sponsorship in 2023.
Duplicate Career Exploration Academy in Plaquemines	3 in WEX 100% WIOA funding	8 in Summer WEX with weekly employer workshops and work readiness	100% CAA \$30,000	PPG, k-12 + multiple employers	Last minute opportunity arrived with unexpected CAA funding. Plans in place to start seeking addl. funding for 2023 from private sources

**2023 Goal:** Increase SCEA capacity to 100 participants in two parishes. Expand Summer WEX in St. Bernard and Plaquemines and rebrand as Paid Summer Internship for 20. Co-enroll WIOA 90% and fund with outside 90% resources.



September 28, 2022 Meeting  
Additional Documents

Quarterly Reports  
from  
Executive Director  
And  
One-Stop Operator

**EXECUTIVE DIRECTOR  
REPORT TO BOARD  
July thru September 2022**

Much of July and August was spent preparing and reviewing budgets, while also requesting additional funding from LWC. Training of the administration staff continues to take up significant amounts of time, but progress is being made. The One-Stop Operator and myself continue to work on moving the needle with our partnership development activities.

**July**

<b>EVENT</b>	<b>WHO</b>	<b>PURPOSE</b>	<b>OUTCOME</b>
Meeting 07/20	St. Tam Corp, St. Tam School System, NTCC	Workforce Roundtable Partnership mtg	Keep agencies connected and informed and discuss shared projects and activities
Meeting 07/22	Todd Batiste, TAB Strategies for La. Policy Institute for Children	Participate in interview with consultants pertaining to childcare access in the tri-parish area	Goal is to identify resources to strengthen and expand quality early child care
Event 07/27	LWC EO staff	Equal Opportunity Training activity	Ensure compliance with all EO requirements for local areas
Meeting 07/28	Vision First Advisors consultants	Interview as member of Healthcare Sector Partnership	Gathering information to provide potential next steps and outcomes for certain areas on sector partnership
Meeting 07/28	One-Stop System Partner Meeting	Regular Quarterly meeting	Continue to work towards improved partnership outcomes

**August**

<b>EVENT</b>	<b>WHO</b>	<b>PURPOSE</b>	<b>OUTCOME</b>
Event 08/02	St. Tammany School System Future Focus Camp	Expose teachers to industry leaders to gain knowledge and understanding to improve classroom instruction	Served as Moderator for the Craft Trades and Construction Breakout activity
Meeting 08/17	Workforce Board members	Bi-monthly meeting	
Meeting 08/18	Alyssa Belsome, Ochsner Health Systems	Discuss potential involvement in upcoming customized training program	Will consider this project for potential funding based on successful application
Meeting 08/30	Healthcare employers, St. Tam Corp, NTCC	Regular Healthcare Sector Partnership meeting	Moving forward with sector goals and initiatives



**FIRST PLANNING DISTRICT**

**WORKFORCE DEVELOPMENT BOARD**

**September**

<b>EVENT</b>	<b>WHO</b>	<b>PURPOSE</b>	<b>OUTCOME</b>
Event 09/02	NTCC	Inaugural Heavy Equipment Operator Graduation	Celebrated success of first graduating class
Meeting 09/06	St. Bernard Parish Community Action Agency	Regular Board meeting	Participated as a member of the CAA Board
Event 09/07	LWC, Registered Apprenticeship Directors, Workforce Board Directors	Annual Conference to discuss Registered Apprenticeship activities	Discussed further partnership development between WIOA and Registered Apprenticeship
Event 09/08	Community College Administrators/staff from across Louisiana	LCTCS Annual Conference – Gave Presentation with Dr. Jim Carlson	Shared information with attendees on creative partnerships between WIOA and community college
Meeting 09/12	Goodwill Re-Entry staff, partner agencies	Regular Board meeting for Re-entry grant activities	Serve as a member of this board
Event 09/14	GNO, Inc., St. Tam. Corp, Northshore Foundation, business leaders	Future of the Northshore Economy – Presentation by GNO, Inc. – discussion on economic development opportunities	Opportunity to network with local businesses and community leaders
Meeting 09/15	Louisiana Workforce Investment Council	Quarterly meeting	Gave presentation regarding budget cuts on behalf of La. Workforce Directors Assoc
Meeting 09/28	St. Tam Corp, NTCC, St. Tam. School System	Workforce Roundtable monthly meeting	Keep informed of partner activities and discuss joint projects
Event 09/29	GNO, Inc., partner agencies, business leaders	Workforce Summit	Serve as Moderator and Panelist for workforce development breakout session
Meeting 09/30	St. Tammany Corp. and Healthcare Partners	Meeting with Northeast Healthcare Alliance	Visit to learn about healthcare sector strategy successes

Upcoming activities:

- Continuing training of Administration Fiscal staff
- Initiating Hurricane Ida Disaster Grant
- Monitoring training expenditures
- Revising Policies

**ONE STOP OPERATOR  
 QUARTERLY REPORT TO BOARD  
 July 2022 thru September 2022**

The following outlines completed tasks of the One Stop Operator during the third quarter of CY '22/first quarter of PY '23. This report provides a snapshot of several key engagements that occurred with key workforce partners during this reporting period.

<b>EVENT</b>	<b>WHO</b>	<b>PURPOSE(S)</b>	<b>OUTCOME(S)</b>
<b>July '22</b>  1:1 Meeting with Executive Director	OSO, Executive Director, FPD	To provide updates to E.D. and to receive updates and guidance from E.D. relative to workforce priorities, upcoming events, issues, etc.	Positive planning meetings with Executive Director where OSO received specific tasks to accomplish that will increase partner participation and the comprehensive cross-training moving forward.
Quarterly MOU Partners Meeting	OSO, FPD's Executive Director, MOU Partners	To receive updates from partners regarding local workforce initiatives; meet new representatives of partner agencies assigned to represent agencies in partner meetings; discuss the establishment and implementation of WIOA Alignment Group	Successful MOU Partners Meeting. Participation of MOU partners in workforce discussion and planning; Adult Ed. presented current and future adult education goals and strategies to full group of partners. MOU partners will designate representatives to serve on WIOA Alignment Group Committees
1:1 Meetings with MOU Partners	OSO, MOU Partners	To retain a regular forum to communicate with MOU Partners on an individualized basis to address any issues or concerns, hear about upcoming activities, seek guidance on continuous improvement strategies, and prepare for quarterly MOU Partner meeting agenda.	1:1 MOU Partner Meetings held monthly for the achievement of stated purposes
Follow-up meeting with Adult Education	OSO, State Director, Adult Ed.	To continue discussions on organizing statewide summit on adult education in collaboration with CTE and Local Workforce Development Boards in	Created topics to be included in plenary sessions and workshops to be held during Summit.



## FIRST PLANNING DISTRICT

## WORKFORCE DEVELOPMENT BOARD

		Louisiana. Date of Summit TBD	
Negotiated Agreement with Training/T.A. Consultant	OSO, Executive Director, Trainer/T.A. Consultant	To develop an agreed upon Scope of Work to be completed during the engagement to train newly hired administrative personnel. initiate discussions regarding in accounting and WIOA laws and policies.	Executed contract with mutually agreed upon terms, conditions, and SOW.
Participated in monthly LWC-Local Workforce Director's Meeting	OSO, Local Workforce Development Directors, LWC-OWD	To receive updates from LWC-OWD on statewide and local activities, grants, policies, accomplishments, issues, etc.	Observed meeting discussion between LWC/OWD and local workforce leadership
Meeting with Director of Tri-parish Works!	OSO, Tri-parish Works! Director	To update one another on workforce activities in the local area and WIOA partner engagement, completed/upcoming activities, opportunities for improvement and communication	Regular updates on workforce activities in the Tri-parish area.
Attended national workforce conference hosted by the National Association of Workforce Boards (NAWB)	OSO	To attend workshops and conference meetings with national workforce development experts at the local, state, and federal levels	Participated in spirited discussions WIOA Reauthorization efforts; best practices on Registered Apprenticeships, RESEA, engaging out of school youth, serving dislocated workers, partnership development, and diversity and inclusion in all aspects of serving individuals with significant barriers to education and employment
<b>EVENT</b>	<b>WHO</b>	<b>PURPOSE(S)</b>	<b>OUTCOME(S)</b>
<b>August '22</b>  1:1 Meeting with MOU Partners	OSO, MOU Partners	To follow-up on general workforce development topics and upcoming partner initiatives within Tri-parish area and/or statewide.	Growing concerns regarding DCFS' efforts to create a separate workforce development office and programs designed to serve a priority population (i.e., recipients of public assistance) WIOA is designed and required to serve.
1:1 Meeting with	OSO, State Director of	Continuation of Workforce	LCTCS has not approved



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**WORKFORCE DEVELOPMENT BOARD**

CTE Director-	CTE	Partner Discussion. Purpose was to hear from CTE and how local workforce may be able to provide services to in-school youth participating in CTE coursework. To also hear from CTE regarding plans to move forward with the statewide workforce summit FPD has been discussing with CTE and Adult Education for the past several months	CTE's request to host a statewide summit in collaboration with adult education and local workforce boards
1:1 Meeting with Tri-parish Works Director	OSO, Tri-parish Works! Director	General updates on local workforce initiatives. Director requested staff development training with a focus on EEO and related topics	Positive planning meeting with Tri-parish Works! Director. Gained understanding of need for training with a specific scope. OSO agreed to provide training, as requested
Developed first draft of PowerPoint presentation for September's staff development training	OSO	Developed training objectives and an outline of topics and slides to present during next month's Staff Development Training consistent with staff training needs as expressed by the Director of Tri-parish Works!	First draft of training material
1:1 meeting with T.A. Consultant/Review of Invoice	OSO, Training Consultant	To get updates from consultant on progress made towards goals and objectives, any issues needing management's attention, other possible pitfalls, if any.	Training is progressing as planned and on schedule. Approval of invoice.
<b>September '22</b> 1:1 Meetings with MOU Partners	OSO, Tri-parish MOU Partners	Monthly meetings planned to increase regular communication between OSO and partners to learn and improve services to shared customers.	Ongoing
Attended LCTCS Conference in New Orleans	OSO	To get updates on LCTCS initiatives, priorities, restructuring, and successful outcomes in 2022.	Learned more about the current status of JumpStart, Foster Promise Grant, and other workforce-related initiatives on LCTCS campuses across the State. Local workforce not well-represented at the conference, which is likely the result of a



			<p>conflicting statewide conference.</p> <p>Learned from CTE State Director that she has been asked to “hold off” on the Statewide Conference while LCTCS new leadership meets with LWC in an effort to “bridge the gap.” Informed that CRTE has been authorized to move forward with statewide efforts on CTE, but not the Summit to include CTE, adult education, LWDA’s, and other workforce partners.</p>
Attended LWC’s Registered Apprenticeship Conference in Baton Rouge	OSO	<p>To hear from Secretaries of key state agencies receiving federal infrastructure funding, projects to be rolled out using infrastructure funding, scheduling of the projects, skilled workers needed to get the infrastructure work completed, and how registered apprenticeship programs may help accelerate the acquisition of skills needed, as participants earn money as they obtain skills and certifications. Additionally, heard from USDOL’s expert on Registered Apprenticeship Programs</p>	<p>Final outcomes TBD. Local workforce well-represented at meeting.</p>
Normal duties of the OSO, as required or needed	OSO	<p>OSO will perform task, duties, and responsibilities consistent with contractual obligations, or as needed in the Tri-parish community.</p>	<p>Meetings, workshops, activities, will be attended and conducted, as required or if needed.</p>
Final Draft of PowerPoint Presentation for SDT	OSO	<p>Completed PowerPoint Slides for Staff Development Training (SDT) on 09/15/2022</p>	<p>Presentation prep work completed</p>



**FIRST PLANNING DISTRICT**

**WORKFORCE DEVELOPMENT BOARD**

Staff Development Training	OSO, Dr. Toya Barnes-Teamer	OSO presented on Equal Opportunity and Law, covering myriad topics and federal laws prohibiting discriminatory policies and practices in employment and participation in programs receiving federal funding	Very successful training with full staff engagement. Kudos to Tri-parish Works! Director for the encouragement given to staff and good faith efforts to practice equity and inclusion in the workplace