

**WEDNESDAY, FEBRUARY 17TH, 2016
MEETING MINUTES**

The First Planning District Workforce Development Board meeting was held on February 17, 2016 at Northshore Pastoral Center for the Archdiocese of New Orleans, 69090 East Highway 190 Service Road, Covington, LA at 3:30 p.m.

1. **CALL TO ORDER:** The meeting was called to order by Alan Thriffiley, Chairman, at 3:30p.m. **MEMBERS PRESENT--** Vera Clay, Bill Davis, Elizabeth Ellison-Frost, Deborah Green, Sharon Green. Rachel Mackey, Craig Marinello, Mark Pisani, Pat Pourciau, Steve Price, Stacy Retzlaff, Stephen Reuther, Mike Stedem, Alan Thriffiley, Tina Tinney, Ashley Wolfe, and John Zollinger. Others in attendance were: Melissa Kirsch, Dianne Wilson, and Jennifer Barnett.

A quorum was declared by the Chairman.

2. **APPROVAL OF MINUTES:** The first item on the agenda was the approval of the minutes from the December 2nd, 2015 full board meeting. Chairman Thriffiley asked the members to take a minute to review the minutes as presented. A motion was made by Ms. D. Green to approve the minutes of the December 2, 2015 meeting. Vote taken and motion passed unanimously.

3. **INTRODUCTIONS:** At this time, Mr. Thriffiley introduced two new members to the board: Ms. Deborah Green, President of the St. Tammany Federation of Teachers and Ms. Pat Pourciau, Director of Adult Education for St. Bernard Parish School System. He then asked all other members to introduce themselves.

4. **REVIEW OF EXPENDITURE REPORT:** The Chairman presented the current expenditure report to the Board for their review. He indicated that the report reflects the first 6 months of grant year expenditures, beginning July 1st through December 31st, 2015. The rate of expenditures is in line with the approved budget.

There was some discussion on the Job Driven National Emergency Grant in regards to the expenditure rate of Jefferson and Orleans in comparison to the FPD. It was explained that the sheer number of clients eligible for the grant including long term unemployed and the business alliances in Jefferson and Orleans parishes dictate a much higher rate of expenditure.

Ms. Kirsch informed the board of an upcoming monitoring review by the Louisiana Workforce Commission on local operations. Additionally the Administrative staff would be working with

the parish and audit team for the St. Bernard Parish Government audit for 2015. A report would be provided to the Board as soon as these reviews are complete.

5. DEVELOPMENT OF 5 YEAR PLAN: Ms. Kirsch was recognized to open the discussion on Board priorities for inclusion in the required local/regional 5 year plan. She began by informing the board that the Executive Committee had met recently and discussed the development of this plan and specifically how to get input from the local board. It was stated that once the 5 year plan once written and approved, would require updates on an annual basis. Ms. Kirsch, utilizing a brief Powerpoint presentation, reviewed the requirements and potential strategic vision and action items that could be considered. The Board should continue to strategically position itself to better align with partners and the leveraging of resources, as well as focusing on recruitment and placement efforts in high-demand, high-wage occupations within targeted sectors. Other requirements under the new law include the alignment among regional boards, the development of sector strategies, the creation and support of career pathways and identifying the top demand industry sectors that should be the focus for the WIOA funds. A renewed priority on meeting and exceeding Federal and State performance measures should also be a focus for the board. Ms. Kirsch did indicate that the previous year's "Return on Training Investment was \$11 to \$1. It is her hope that this benchmark will continue to increase. Additionally, a realignment of priorities in center operations is needed to better serve the customers and community. She also indicated that a committee may need to be developed to focus on special populations such as Veterans, Re-Entry, Jump Start and other youth programs. Mr. Marinello suggested non-board members be considered in the makeup of committee membership. This would allow for more engagement and input from both businesses and public agencies.

Regionally our expectations are to expand coordination for industry engagement and business service delivery and forge new partnerships to leverage resources avoiding duplication. Ms. Kirsch requested the membership to determine the industry sectors to be served. With expansion, resurgences and demand, the sectors discussed included Healthcare, Construction, Manufacturing, Information Technology, Retail (with emphasis on customer service representatives) and Transportation/Logistics. Focus will be on these sectors, in addition to serving any other industry in need. On the Job Training will also continue to be a priority segment of training.

After much discussion, consensus from the Board members present was for Ms. Kirsch to complete the plan based on the information discussed and subsequently submit to members for review and approval at the next scheduled meeting.

6. COMMITTEE UPDATES: Mr. Stedem gave an update for the Business Engagement Committee. He indicated that he and Ms. Kirsch had recently given a presentation to the career counselors at Northshore Technical Community College. The presentation went very well and opened the door to the advantages of partnering and leveraging limited resources to better serve the population. Presentations are being tweaked and will be shared with the full board soon. The

committee's goals continue to focus on an increase in awareness of who we are and how we can work within our communities to help businesses to be successful. He also indicated that the Slidell Magazine is ready to print an article highlighting our Centers.

Ms. Kirsch stated that the Center Accountability and Partnership Committee was scheduling a meeting in March to discuss the development of Memorandum's of Understanding as required under the WIOA law. More information on the development of these partnerships would be shared at the next full board meeting in May.

7. OTHER BUSINESS: Ms Kirsch reminded members that Personal Financial Disclosure forms were due to the Louisiana Board of Ethics no later than May 15, 2016. She will send out a few reminders to board members over the next few months, so that everyone is in compliance with this requirement.

She also asked the members to read the success stories that were in their meeting packet. Ms. Kirsch intends to provide the board with success stories (both job seekers and employers) on a regular basis in order for the board to see, first hand, the impact that the Centers make within the communities they serve.

Additionally, on behalf of the WDB, Ms. Kirsch is applying for a re-integration of ex-offender grant for St. Tammany parish on behalf of a group of partners including parish government, the St. Tammany Sherriff's office, and the Department of Corrections. If awarded, this grant would allow for the creation of a Career Solutions Center within the St. Tammany Parish Jail and would provide valuable and needed services to the population of inmates being released. The grants are expected to be awarded by June.

8. There being no further business or public comment. Mr. Thriffiley adjourned the meeting at 5:37p.m.; motion made by Mr. Marinello, vote taken and passed unanimously.