

**Thursday, October 29, 2015**  
**MEETING MINUTES**

The First Planning District Workforce Development Board meeting was held on October 29, 2015 at North Shore Pastoral Center of the Archdiocese of New Orleans, 69090 East Highway 190 Service Road, Covington, La 70433.

1. The meeting was called to order by Alan Thriffiley, Chairman, at 3:35p.m. Mr. Thriffiley was pleased to welcome the membership to the first meeting of the Workforce Development Board under the Workforce Innovation and Opportunity Act. His hope is for members to become engaged, take action, and meet the expectations of a working board dedicated to its mission. He requested each member to introduce themselves. Afterwards, members took an oath of office administered by Ms. Carrone.
2. MEMBERS PRESENT-- Floyd Baker, Charlene Bonck, Ellis Bourque, Dennis Cambre, Bill Davis, Deborah Green, Rachel Mackey, Craig Marinello, Mark Pisani, Stacy Retzlaff, Stephen Reuther, Teresa Smith, Mike Stedem, Alan Thriffiley, Ashley Wolfe, and John Zollinger. Others in attendance were: Melissa Kirsch, Dianne Wilson, Kendra Carrone and Jennifer Barnett. A quorum was declared.
3. MAY 6<sup>TH</sup>, 2015 MINUTES APPROVAL-- The Chairman asked members to review the minutes from the May 6<sup>th</sup> meeting. There were no corrections noted. A motion was made by Mr. Marinello to approve the minutes as presented. The motion was approved unanimously. There were no abstentions.
4. SECTOR INITIATIVE PRESENTATION (Construction Connection)—Mr. Thriffiley requested that the Sector Initiative Presentation be moved up on the agenda, as the presenter had to leave the meeting early. Jennifer Barnett, Regional Industry Sector Coordinator, shared information about the recent launch of a regional sector initiative, Construction Connection. She mentioned that this initiative was a result of working with industry leaders in the construction industry to identify workforce needs and challenges. A single point of entry online application with customized questions designed by employers was developed to better connect employers and job seekers in the construction industry. Employers will now have ready access to a candidate pool of job seekers for more than 20 different craft trades. To date, there have been 8 employer requests and 181 job seekers that have submitted their customized application. She will be looking to expand the site to other industries, such as IT, as well as Hospitality.
5. REVIEW AND APPROVAL OF FISCAL DOCUMENTS—Mr. Thriffiley deferred to Ms. Kirsch on reporting of the financial documents. Ms. Kirsch reviewed the new fiscal year

formula allocations with the board and also shared the percentage of cuts from the previous year. She asked the Board to approve and accept the \$813,522 of Formula funding under the Workforce Innovation and Opportunity Act, in addition to approving the funding for the Strategies to Empower People (STEP) grant in the amount of \$67,755. Motion was made by Mr. Stedem and passed unanimously. There were no abstentions.

At this time, Ms. Kirsch presented the annual budget for all funds available July 1, 2015 thru June 30, 2016. Discussion ensued. Ms. Kirsch informed the board the budget included not only the new allocation, but carry over funds from the previous year for various funding grants. Mr. Zollinger questioned the allocation document not correlating to the annual budget document. After further review and discussion, a motion was made by Ms. Green to accept the budget with a corrected document to be provided at the next board meeting that documents all funding streams including new allocations and carryover figures and matches to the annual budget. Motion passed unanimously. There were no abstentions.

The next item on the agenda was approval of a request to the State to transfer \$150,000 from the Dislocated Worker program to the Adult program. Ms. Kirsch explained to the board that this will enable our area to better serve the Adult population, as our Adult funds are low for this year. She also indicated that this will in no way impact funding for dislocated workers, as we do have the National Emergency Grant (NEG) to provide services to many of these workers. Motion to approve the transfer was made by Mr. Stedem, passing unanimously. There were no abstentions noted.

The last Fiscal documents presented to the board were the expenditure reports for the periods ending June 30, 2015 and September 30, 2015. Ms. Kirsch reviewed these documents and there were no questions.

6. COMMITTEE UPDATES: Executive: Mr. Thriffley updated the membership that he had performed a review of FPD expenditures for the month of August 2015 and found all transactions and documentation in order. He thanked the staff for their efforts and indicated that he would be reviewing the financials on a regular basis. He then mentioned that the Plaquemines Center is officially closed and the transition went very smoothly, with no major issues. Staff is now housed in St. Bernard and Ms. Kirsch is working with Plaquemines Parish Government to locate space for a part time presence in the parish.

The board certification for the new WIOA legislation is being finalized. Ms. Pat Brister, CEO to the board, signed off on the certifications with all membership seats being filled. Mr. Thriffley is excited about the dynamic new group of members; he presented a minimum expectation list to membership and asked them to embrace our goals and mission. Additionally he asked members to join one of the three committees of the Board. Ms. Kirsch will get with members to ensure all have confirmed committee assignments. Lastly, Mr. Thriffley presented the Meeting Calendar for the 2015-16 year. He did ask the board to note that our next board meeting would be held during the first week in December. He explained that since we were unable to hold a board

meeting in July, due to the transition of the board under the new legislation, that he did not want to lose any more momentum in board activities, especially given that there are 11 new board members. We will be back on a quarterly meeting schedule beginning in February.

Business Engagement Committee: Mr. Stedem distributed the palm cards to membership. He emphasized the importance of building relationships, and outreaching to job seekers and employers. He indicated this is a great tool to utilize when talking with other employers in our area and assisting in getting the word out about who we are and what we do. He hopes to get interviews in the Slidell and St. Bernard newspapers and publications. He would like to see success stories, and updates on WIOA activities posted on the TriParishWorks.net website.

Center Accountability/ Partnership Committee: Mrs. Kirsch presented in Ms. Clay's absence. She mentioned that work in this committee was behind due to her commitments with implementation of WIOA. The committee is waiting on her to provide some more information on the process, but Memorandums of Understanding (MOU) will be initiated with our mandated partners in the very near future.

7. REVIEW AND APPROVAL OF UPDATED BYLAWS—Mr. Thriffiley asked membership to review the bylaws that had been sent to them via email the previous week. Mr. Stedem mentioned that the reason the by-laws had to be re-approved was due to the change in legislation. There were minor adjustments made, which mostly included changes in language and the new board membership requirements. Mr. Marinello made motion to accept updated bylaws, motion carried unanimously. There were no abstentions noted.

8. DIRECTOR'S REPORT: Ms. Kirsch presented statistical data to the Board such as Budget to Expenditure figures, training expenditures and obligations, training investments, center traffic, employer services provided and performance outcomes for the Formula funding grants for the 2014-15 year. She will report on the Return on Training Investments at the December board meeting after finalizing the data. Included in her report Ms. Kirsch highlighted the 2014-15 accomplishments, which included development of the local website, having a successful 2014 audit with no findings, continuing to decrease costs for Administrative functions, leading State in regional NEG expenditures and activities, and input and involvement in multiple sector strategy initiatives

She also informed the Board that we are in the process of acquiring a new accounting system due to the current vendor not being able to continue to support the system that has been used for the last 28 years. Additionally, Mrs. Kirsch stated with impending layoffs at Trinity Marine and Jacobs (Lockheed Martin contractor), we would more than likely request additional JD NEG funds.

9. There being no further business or public comment. Mr. Thriffiley adjourned the meeting at 5:20p.m.; motion made by Mr. Marinello and passed unanimously.