

August 10, 2022

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, August 17th, 2022 at 8:30 a.m.** This meeting will be held in the 5th floor Council Chamber, Towers Building, 520 Old Spanish Trail, Slidell, Louisiana.

AGENDA:

- 1. Call to order.....Alan Thriffiley, Chairman
- 2. Welcome and Introductions.....Alan Thriffiley (5 minutes)
- 3. Invocation.....Melissa Kirsch
- 4. Comments from the Chairman.....Alan Thriffiley (5 minutes)
- 5. Approval of June 15, 2022 meeting minutes (Action Item).....Alan Thriffiley (5 minutes)
- 6. Review of Expenditure and Operation Reports through June 2022.....Melissa Kirsch (5 minutes)
(Questions only)
- 7. Review and Approval of Revision #3 to Annual Budget for 21/22
Fiscal year (action item).....Melissa Kirsch (10 minutes)
- 8. Review and Approval of new Fiscal Year Annual Budget for
July 1, 2022 through June 30, 2023 (action item).....Melissa Kirsch (10 minutes)
- 9. Review and Approval of Revised Grievance and Complaint Policy
as requested by LWC (Action Item).....Melissa Kirsch (5 minutes)
- 10. Review of 2021/2022 Fiscal Year.....Melissa Kirsch (10 minutes)
- 11. Open discussion on “How to increase Center traffic post-Covid”.....Jennifer Barnett (20 minutes)
- 12. Other Business
- 13. Review of Action Items
- 14. Public Comment Period


Alan Thriffiley, Chairman 

FIRST PLANNING DISTRICT WDB MEETING MINUTES

June 15, 2022 – 8:30 a.m.

MEETING INFORMATION

Location	This meeting was held in person at the St. Tammany Parish Administrative Complex (Towers Bldg) in Slidell.		
Attendees	Chairman Alan Thriffiley Mr.	Mr. Floyd Baker	Mr. Ellis Borque
	Mr. Tim Bradbury	Dr. James Carlson	Ms. Stephanie Dupepe
	Mrs. Lacey Dugas	Mr. Keith Espadron, Jr.	Mr. David Kaufmann, Jr
	Mrs. Adriana Kriesen	Ms. Rachel Mackey	Mr. Mark Pisani
	Mr. Stephen Price	Mr. Jerry Repka, II	Mr. Mike Stedem
	Mr. Lenny Unbehagen	Mr. Chris Abadie (Via Phone)	Mrs. Charlene Bonck
	Ms. Stacie Chitwood		
	Mrs. Melissa Kirsch (Executive Director)	Mrs. Jennifer Barnett (Director of Operations and Planning)	Mr. Brian Moore (One Stop Operator)

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 offered a reminder of the new meeting packets that are emailed to all board members prior to every meeting to assist with helping prepare members for dialogue.

3. INVOCATION

Mrs. Melissa Kirsch gave the invocation.

4. APPROVAL OF APRIL 27, 2022 MEETING MINUTES

Chairman Alan Thriffiley presented the minutes from the April 27, 2022 board meeting, and reviewed the action items. A motion for approval was made by Mr. Mike Stedem and seconded by Mr. David Kauffman, Jr. The minutes were approved by a unanimous vote with no objections.

5. REVIEW AND DISCUSSION OF EXPENDITURE AND OPERATION REPORTS THROUGH APRIL 2022

Mrs. Melissa Kirsch was recognized to present the expenditure and operation reports through April of the current program year. She began with stating that training expenditures were at an all-time high with over \$1.3 million expenditures to date and another \$135,000 in future obligations. While Covid had slowed down traffic in the centers, it did not slow down the assistance in training needed by individuals. The unfortunate part is that another year of budget cuts is happening and will be discussed later in the meeting. Under the disaster dislocated worker grant, \$687,000 has been spent and these funds have been critical to help us meet humanitarian needs from the pandemic. Mrs. Kirsch opened the floor for questions. Mr. Unbehagen inquired about the IDA grant funding. Mrs. Kirsch responded that these are the emergency funds received 9 months after Hurricane IDA to provide temporary jobs for clean-up and humanitarian positions. We requested these funds to assist Plaquemines Parish with clean-up efforts, however, we have struggled to find individuals willing to work for \$15 an hour. The grant requires similar pay to the agency that they would be working with, which would be Plaquemines Parish Government. Unfortunately, they pay their laborers less than \$10/hour. We do have the flexibility to increase this wage slightly as they are temporary positions with no benefits, but finding someone to work for \$15/ hour has been challenging. There is a continued effort to look for people, but creativity will be needed to ensure we are finding and placing as many dislocated workers affected by the storm. Mrs. Dugas commented that a large part of the issue with finding people is due to the large number of construction-based positions with Venture Global. She stated that while they were not permanent

positions, they were paying top dollar. Chairman Thriffiley asked if these reports indicated the corrected amounts for those transferred to DDWG after the previous board meeting approval. Mrs. Kirsch confirmed that these numbers are reflected in the report. Mrs. Kirsch concluded this topic with stating that there are currently no funds at risk of recapture, and that the total expenditures for the fiscal year will be shared at the next meeting.

6. REVIEW AND APPROVAL OF REVISION #2 TO ANNUAL BUDGET

Chairman Alan Thriffiley opened this topic by mentioning that this is the second revision of the budget to keep funding categories in line. Mrs. Kirsch confirmed this and directed the board's attention to the two-year budget spreadsheet included in their meeting packets. The revision requested is separated into 4 items:

1. Additional funds were requested from the state and \$100,000 was added to the overall budget for Youth activities through June 30, 2022. This money is "older" money that was recaptured by the state.
2. Move \$33,00 in salaries/benefits from program to admin to make whole. Originally intended to charge to program, but due to "use or lose" situation, Admin was charged instead, leaving a negative balance in the budget.
3. Moved \$275,000 of training reserve to current year budget to cover deficit and anticipated participant cost through June 30, 2022.
4. Moved money around in a few operation expense line items to ensure no negative balance at year end.

A motion for approval was made by Mr. Stedem and seconded by Mr. Repka. The revisions were approved by a unanimous vote with no objections or abstentions.

7. REVIEW AND APPROVAL OF EXTENSION TO ONE-STOP OPERATOR CONTRACT

Mrs. Kirsch introduced this review by explaining that the One-Stop Operator contract with Castle of Dreams (Mr. Brian Moore) is set to expire on June 30, 2022. Based on satisfactory performance, Mrs. Kirsch is recommending a renewal of this contract for another year (July 1, 2022 through June 30, 2023). The contract amount is to remain the same at \$54,000. Performance review documents indicating Mr. Moore's deliverables and outcomes were shared with board member. Mrs. Kirsch explained that this role is required by law to bring mandated partners together to help the board utilize these connections. She continued by sharing her appreciation for the work Mr. Moore has accomplished over the last year, especially with assisting multiple partners with training of WIOA laws with their individual leaders. Chairman Thriffiley asked Mr. Brian Moore what he would consider to be his greatest successes over the previous year. Mr. Moore responded that the first was reassembling our partners who were disengaged over the past few years, mainly because of COVID, and second was the ability to get newly placed leadership with our mandated partners to understand their responsibility and commitment to do workforce development in concert with the entire system. Chairman Thriffiley then asked Mr. Moore what was the most challenging part of his job. Initially, Mr. Moore casually responded that the most challenging was exactly opposite of what he just said. He continued to elaborate that there are still some partners who will give every excuse on why they will not participate or remain disengaged because they are drowning in their silos. It becomes challenging because these are partners who are expected to know better, but remain non participatory in the process. Mr. Moore also wanted to commend Mrs. Jennifer Barnett who has been a key partner in this whole process by uncovering opportunities for all partners involved. Chairman Thriffiley thanked Mr. Moore for sharing his insights. Upon no further questions, Dr. Carlson presented a motion to approve the extension, and it was seconded by Mr. Espadron. The motion was approved by a unanimous vote with no objections/abstentions.

8. REVIEW AND CONSIDERATION OF MODIFICATION TO ONE-STOP OPERATOR CONTRACT TO INCLUDE TRAINING/TECHNICAL ASSISTANCE

Mrs. Kirsch introduced this modification at the previous meeting on April 27, 2022, but still had unknowns to the questions posed at that time. Mrs. Kirsch recommended an addition of funds to the One Stop Operator contract for a training/technical assistance component to ensure the new administrative staff can continue to learn all aspects of the law, accounting systems, and their roles. Mrs. Kirsch reiterated that the previous staff did a great job at training their new replacements; however, these specific roles can take up to two years to gain a basic understanding of their required duties. Mrs. Kirsch confirmed that an approval was received from the state ethic's board on the ability to utilize our former employee, Mrs. Ellen Ortiz. The proposal presented is to add a training component for six months to

the Castle of Dreams contract at a proposed cost of \$10,000. This will be structured for a maximum of 344 hours, averaging 12 to 15 hours weekly, with an hourly rate of \$29. Mrs. Kirsch opened the floor to questions from the board members. Mrs. Rachel Mackey asked if there was a specific job description for this component and how it is different from the previous. Mrs. Kirsch responded that the scope of work submitted and approved to the board includes provision of technical assistance and training in U.S. OMB Circulars, WIOA law, governmental accounting practices, etc. Chairman Thriffiley asked if the maximum amount being requested is \$10,000 and if it will be an individual line item on future reports. Mrs. Kirsch confirmed this total and that it can be separated in the detail expenditure report. Mr. Espadron asked if there is a plan in place to capture or document Mrs. Ortiz's knowledge prior to the end of this 6-month time frame. He suggested that a consideration be made to create a hard copy or a manual for future purposes. Mrs. Kirsch supported this request by stating that this would be in line with the cross-training aspect of this component. Staff have already begun the process of notating all training conducted. Chairman Thriffiley shared that the board is fortunate to have someone tenured as Mrs. Kirsch in the Directors role, and that all the knowledge that we have had has been a gem. He concluded by stating that it is not only important to keep that knowledge intact, but also that efforts must be put in place to prevent from being in this position again. Mr. Repka presented a motion to approve the modification, and it was seconded by Mr. Borque. The motion was approved by a unanimous vote with no objections/abstentions.

9. REVIEW AND APPROVAL OF REVISED POLICIES PER LWC MONITORING OUTCOMES

Mrs. Kirsch introduced the next request of approval of revisions to both the Financial Management Policy and the Procurement and Selection of the One-Stop Operator policies based on the recommendation from the LWC's monitoring results. Mrs. Kirsch directed members to the meeting packet and reviewed the changes that were highlighted in the policy documents. The update recommended for the Financial Management Policy was to include a statement stating that employee relocation will not be funded. This adjustment can be seen on pg. 3 of FPD Policy 106-6. The update recommended for the Procurement and Selection of the One-Stop Operator was to add a reference that this policy does not contain all procurement requirements. This adjustment can be seen on pg. 5 of FPD Policy 101-16, and states specifically that all procurement requirements are not listed so it is necessary to reference FPD Procurement Policy 107-16 for full guidelines. Mr. Pisani presented a motion to approve the revision, and it was seconded by Mr. Unbehagen. The motion was approved by a unanimous vote with no objections or abstentions.

10. DISCUSSION ON MEETING LOCATIONS AND TIMES TO ADDRESS QUORUM CONCERNS

Chairman Thriffiley began by thanking every member in attendance today. The board can not effectively conduct the required business without a quorum. He mentioned that he reviewed the current bylaws and believes that some changes may be necessary. Rather than taking time out of this meeting, Chairman Thriffiley requested that Mr. Steve Price review these and make suggestions for possible changes, if needed, to the executive committee, followed by recommendations to the full board. Chairman Thriffiley invited any member interested in assisting with this task to help, and the floor was opened to any questions. Mr. Stedem supported this direction by sharing his experiences on previous boards and confirming the purpose of a quorum is to allow equal representation in the work being done. Mrs. Kirsch shared that the members need to keep in mind while reviewing this process that proxies are not allowed at a local level. Mr. Brian Moore supported Mrs. Kirsch addition and elaborated further on WIOA requirements. At the state level, the Governor appoints both the state boards and state chairmen. Mr. Moore explained that at the local level, the Chief Elected Official makes official appointments based on group nominations, and that the board members can then elect amongst themselves. He affirmed the need for these processes to be detailed in the local bylaws. Chairman Thriffiley asked if Mr. Moore would be interested in helping with reviewing the existing bylaws, and he offered to share previous drafts to help guide the committee with their review. Before concluding this topic, Mrs. Kirsch transitioned the conversation to address the current board meeting

schedule. The previous meeting scheduled in March was postponed due to the inclement weather and was rescheduled in April. Because the next meeting scheduled for May was so close in date to the April meeting, it was changed to the date of today. Because of these changes, there is not much time between now and July 27th. Mr. Stedem suggested moving the next meeting to August. After further discussion, board members agreed for the July 27th meeting be rescheduled to August 17th and then the September meeting be used for strategic planning. Chairman Thriffiley also posed the question to the board on whether the St. Tammany Administrative Complex in Slidell would be a viable location to continue meetings going forth. Mrs. Kirsch stated that she would have to confirm with the council secretary to ensure dates are available, but the board agreed to both stated changes.

11. REVIEW AND APPROVAL OF SUMMER PROGRAM AGREEMENTS

Mrs. Kirsch transitioned to the next topic on the agenda which was to address the continued activities resulting from the retreat earlier this year. Mrs. Kirsch reminded the board members that the biggest outcome of the strategic planning that took place during this retreat was how the board was going to focus their efforts on youth movement into the workforce. One of those efforts was to expand capacity of the pilot Career Exploration Academy. She presented two contracts for approval: NTCC for \$14,000 and Nunez Community College for \$14,795 and also includes a Coral Reef Welding program. The program at NTCC is planned to be reimbursed fully by St. Tammany Community Action Agency (CAA), and Chairman Thriffiley expressed his excitement in the ability to have this occur. Chairman Thriffiley opened the floor for questions. Ms. Mackey asked for clarification as to whether all of these youth participants would be enrolled in WIOA and CAA. Mrs. Barnett explained that some will be enrolled in WIOA if support is needed beyond the summer academy, but the only requirements needed will be adhering to CAA guidelines for enrollment. Chairman Thriffiley shared his continued enthusiasm because of the success of last year's participants and asked both Dr. Carlson and Mr. Unbehagen to share some details of the programs at their individual locations. Dr. Carlson stated that 18 students were enrolled and had the chance to go through multiple technical programs. The group started with an orientation, progressed to a career profile and assessment, and then navigated each career field. The youth participated in lunch and learns where they met and interacted with employers in these fields. Mr. Unbehagen shared that last year's summer program was specific to carpentry, but this year, as a result of the retreat, Nunez was able to duplicate the career academy. He also shared that additional industry fields of Aerospace, Water Filtration, and Culinary Arts will be included. Nunez only has 7 students currently. Mr. Unbehagen also shared information on the 6 week Welding Oyster Reef project in partnership with the school system and Meraux Foundation. He indicated that 5 out of the 17 students participating, were funded by WIOA. Mr. Bourque asked if the students who complete this program are aware that they will need additional training to be placed in a hired position. Mr. Unbehagen explained that all of the students receive AWS training, but are understanding and planning to continue training to seek an associate's degree. Mrs. Lacey Dugas asked if there was any component in any of these programs that teach the social skills needed to keep a job and not just how to find one. Mr. Unbehagen mentioned that these conversations are built into daily conversations and expectations on attire and attendance, etc. Mrs. Kirsch added that the mentor/coach placed in these projects to constantly work with the students on professionalism and reinforcing positive development. In addition, our youth staff is also heavily involved in this skill development. Mrs. Dugas stated her reasoning for making sure this is a vital component is because these high-risk youth can become easily disengaged when faced with a new challenge. Additional questions and discussion took place. Due to time constraints, Mrs. Kirsch suggested that a subcommittee meet before the September meeting to further develop potential plans and goals. Chairman Thriffiley agreed and requested that both Mr. Unbehagen and Dr. Carlson serve on this committee along with a few others. The motion to approve the two contracts was presented by Mr. Espadron, and it was seconded by Mr. Kauffman, Jr. The motion was approved by a unanimous vote with no objections.

12. UPDATE AND DISCUSSION ON CURRENT INITIATIVES

Mrs. Jennifer Barnett was recognized, and shared her appreciation of the feedback that was expressed during the meeting. She indicated that she was working with staff on implementing some new training caps and processes for priority of service due to the funding cuts received for the next fiscal year. Ms. Barnett announced that the presenter scheduled for the St. Tammany summer academy had to cancel last minute, and she asked if any board members would be interested in presenting to the youth for the day's lunch and learn.

Mrs. Barnett stated is that in seeking other funding, \$65,000 was secured from CAA of St. Tammany, and \$30,000 from CAA of Plaquemines was recently approved. Both of these additional funds will be used for the summer programs in those respective parishes, and we have already received a preliminary approval from Chevron for next summer, pending the results of this summer. There are currently 3 enrolled in Plaquemines Summer Work Experience, and the goal is to increase the total to 8 with the additional funds.

She continued by sharing an update on the recent conversations with the Prisoner Reentry initiative to assist in funding transitional jobs for those re-entering the workforce after incarceration. Their representatives confirmed that they have funding, but it is extremely limited. It was learned through that conversation that we can leverage additional funding for the approximately 35 referrals made annually.

In regards to the addition of MJ Foster grants, all eligible individuals are being required to apply before WIOA funding is considered.

The Spring Mega Job Fair was previously canceled due to the labor market not being supportive of a large event. The Construction, Manufacturing, and Logistics job fair was completed yesterday, and multiple candidates walked out with job offers. The job fair for the healthcare industry was not as successful due to the challenges of getting job seekers to attend. Upcoming job fairs include

- August 2nd – Professional & IT Level
- September – Customer Service, Sales, and Administrative

Mr. Keith Espadron asked if it was possible to duplicate the successful industries rather than repeat those who did not excel. Mrs. Barnett replied that either way, we need to be strategic. There is a desire to do more with these areas that possess these needs, and is open to new ideas to make this successful.

13. OTHER BUSINESS

Mr. Stedem shared his recent experience attending the Job's for America's Graduates banquet in New Orleans. He explained that this national organization is chaired by Governor Edwards and is highly regarded for their successes. Mrs. Kirsch added that we currently fund the out of school JAG program at NTCC. Funding has been secured to continue this for the next year, and Mr. Stedem requested to include Mr. Erik Baldwin to attend the next board meeting to share details about the program.

Mrs. Kirsch addressed the final topic of discussion regarding the allocations for the new fiscal year. She indicated our local area was getting a 16% cut from the previous year and if you include the cut from the previous year, that equates to a overall cut of 25%. The majority of states were cut, while only five states received increases. Locally, only Orleans and Jefferson received a slight increase, while the rest received a cut. Mrs. Kirsch indicated she was having conversations with the state and there are likely local areas with funds being recaptured. She does intend to request additional funds early in July. A few questions were asked and answered.

At this time, Chairman Thriffiley opened the floor for any public comments. With none, the meeting was adjourned at 10:32 a.m.

14. ACTION ITEMS

EXECUTIVE DIRECTOR

- Continue to provide details on bullet items listed in next steps from the retreat
- Notate a separate line item on expenditures report for approved training component of OSO agreement
- Include a yearly attendance roster for Chairman

FPD WDB EXPENDITURES TO BUDGET REPORT

Through June 30, 2022

Budget Line Items	ANNUAL BUDGET July 2021 – June 2022	EXPENDITURES THROUGH 6/30/2022	% 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	1,011,786	899,885	88.94%	111,901		111,901	88.94%	0
Operating Costs	144,281	118,661	82.24%	25,620		25,620	82.24%	0
Training/Support for Participants								
Plaquemines	148,880	83,177	55.87%	65,703	6,480	59,223	60.22%	0
St. Bernard	280,280	271,673	96.93%	8,607	10,109	-1,502	100.54%	0
St. Tammany	1,072,929	1,108,631	103.33%	-35,702	187,770	-223,472	120.83%	50,000
Other Misc. Program Inc.	0	0		0				0
Training/Support Subtotal	1,502,089	1,463,481	97.43%	38,608	204,359	-165,751	111.03%	50,000
Disaster Dislocated Worker Grants – Temporary Jobs								
Plaquemines - IDA	120,000	0	0	120,000		120,000	0.00%	207,000
St. Bernard - Covid	644,212	515,206	79.97%	129,006		129,006	79.97%	0
St. Tammany - Covid	692,332	389,055	56.19%	303,277		303,277	56.19%	0
DWG Temp Jobs Subtotal	1,456,544	904,261	62.08%	552,283		552,283	62.08%	0
Program Totals	4,114,700	3,386,288	82.30%	728,412		728,412	82%	#REF!
Administration								
Staff Salaries/Fringe	224,975	241,786	107.47%	-16,811	0	-16,811		331,214
Operating Costs	37,470	22,569	60.23%	14,901	0	14,901		42,970
Admin Total	262,445	264,355	100.73%	-1,910	0	-1,910	100.73%	374,184
GRAND TOTALS	4,377,145	3,650,643	83.40%	726,502			83.40%	

DETAIL EXPENDITURE REPORT
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
Recaptured FY19 Youth Funds from LWC	\$ 100,000	\$ -	\$ 100,000
GRAND TOTAL	\$ 4,529,450	\$ 603,629	\$ 5,133,079

LINE ITEMS	ANNUAL BUDGET July 1, 2021 – June 30, 2022		EXPENDITURES TO DATE JUNE 2022		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe Benefits	\$ 1,011,786	\$ 224,975	\$ 899,885	\$ 241,786	\$ 111,901	\$ (16,811)
System Operator	\$ 54,000		\$ 54,000		\$ -	\$ -
Travel/Mileage	\$ 4,500	\$ 1,900	\$ 4,257	\$ 379	\$ 243	\$ 1,521
Conference/Meetings	\$ 2,000	\$ 3,000	\$ 1,864	\$ 1,718	\$ 136	\$ 1,282
Unemployment Insurance	\$ -				\$ -	\$ -
Staff Drug Screen/new hire	\$ 475	\$ 260	\$ 90	\$ 145	\$ 385	\$ 115
Accounting Services	\$ -	\$ 6,910		\$ 5,544	\$ -	\$ 1,366
Supplies	\$ 6,350	\$ 3,000	\$ 4,782	\$ 2,137	\$ 1,568	\$ 863
Furniture/Equipment	\$ 6,525	\$ 1,500	\$ 1,516		\$ 5,009	\$ 1,500
Rent	\$ 16,600	\$ 5,500	\$ 16,530	\$ 3,271	\$ 70	\$ 2,229
Repairs/Maintenance	\$ 2,700	\$ 1,200	\$ 662	\$ (132)	\$ 2,038	\$ 1,332
Telephone/Internet	\$ 13,236	\$ 4,000	\$ 10,541	\$ 2,742	\$ 2,695	\$ 1,258
Insurance (GL/Cobra/Surety Bond)	\$ 1,270	\$ 1,550	\$ 1,129	\$ 1,212	\$ 141	\$ 338
Licensing Fees/Assessments	\$ 8,450	\$ 200	\$ 9,229	\$ 98	\$ (779)	\$ 102
Postage	\$ 450	\$ 1,500	\$ 68	\$ 73	\$ 382	\$ 1,427
Advertisement	\$ 625	\$ 1,000			\$ 625	\$ 1,000
Outreach	\$ 9,300	\$ 200	\$ 5,819		\$ 3,481	\$ 200
Professional Development – Staff	\$ 4,500	\$ -	\$ 489		\$ 4,011	\$ -
Professional Dues/WDB	\$ 1,100	\$ 2,050	\$ 340	\$ 1,833	\$ 760	\$ 217
Auto (Gas/Maint/Insurance)	\$ 12,200	\$ 3,700	\$ 7,345	\$ 3,549	\$ 4,855	\$ 151
Training & Support - Participants	\$ 1,502,089		\$ 1,448,481		\$ 53,608	\$ -
St. Tammany Corp CEA	\$ 15,000		\$ 15,000		\$ -	\$ -
Misc. Program Income	\$ -				\$ -	\$ -
Disaster Temporary Jobs - Covid	\$ 1,336,544		\$ 904,261		\$ 432,283	
Disaster Temporary Jobs - Ida	\$ 120,000				\$ 120,000	\$ -
SUBTOTAL	\$ 4,129,700	\$ 262,445	\$ 3,386,288	\$ 264,355	\$ 743,412	\$ (1,910)

OJT	\$ 219,830
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	\$ 1,120,303
WORK EXP	\$ 138,031
DDWG TEMPORARY JOBS	\$ 775,180
SUPPORT	\$ 114,398

\$ 2,367,742

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

Month ending JUNE 30, 2022

	Admin	Program	Total Allocation	Expended thru 6/30/22	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	576,643.00	0.00	100%	0.00	100%	
***PY21 expires 6/23	10,310.00	92,792.00	103,102.00	100,408.00	2,694.00	97%	0.00	97%	
****FY22 expires 6/23	48,593.00	437,338.00	485,931.00	368,717.00	117,214.00	76%	97,287.00	96%	
*****FY22 expires 6/23	0.00	100,000.00	100,000.00	32,183.00	67,817.00	32%	0.00	32%	
	128,123.00	1,253,112.00	1,381,235.00	1,193,510.00	187,725.00	86%	97,287.00		
Youth									
*PY20 expires 6/22	66,805.00	601,241.00	668,046.00	668,046.00	0.00	100%	0.00	100%	
**PY21 expires 6/23	56,391.00	507,515.00	563,906.00	405,859.00	158,047.00	72%	69,474.00	84%	
*****PY19R expires 6/22	0.00	100,000.00	100,000.00	100,000.00	0.00	100%	0.00	100%	
	123,196.00	1,208,756.00	1,331,952.00	1,173,905.00	158,047.00	88%	69,474.00		
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	649,934.00	0.00	100%	0.00	100%	
***PY21 expires 6/23	16,480.00	148,326.00	164,806.00	164,806.00	0.00	100%	0.00	100%	
****FY22 expires 6/23	62,700.00	464,304.00	527,004.00	334,899.00	192,105.00	64%	37,597.00	71%	
	160,303.00	1,342,743.00	1,503,046.00	1,310,941.00	192,105.00	87%	37,597.00		
*****DWG expires 12/22	203,298.00	1,829,686.00	2,032,984.00	1,492,867.00	540,117.00	73%	51,809.00	N/A	
DDWG - Hurricane Ida	38,000.00	342,000.00	380,000.00	2,259.00	377,741.00	1%	N/A	N/A	
Grand Total	652,920.00	5,976,297.00	6,629,217.00	5,173,482.00	1,455,735.00		256,167.00		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 December 31, 2022

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

*****FY22 TR FY - PROGRAM DW TRANSFERRED TO ADULT - FUNDS AVAILABLE MAY 23, 2022, expires on June 30, 2023

August 17, 2022 Meeting
Agenda Item #7
Review and Approval of Budget Revision #3
For Fiscal Year 21/22

Explanation of Revision is included on the document itself.

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

REVISION #3 - August 17, 2022

Total Funds available through June 2023	PROGRAM	ADMINISTRATION	TOTAL
Total Carryover Funds	\$ 947,255	\$ 192,437	\$ 1,139,692
New Allocation 2021/23	\$ 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
Recaptured FY19 Youth Funds	\$ 100,000	\$ -	\$ 100,000
GRAND TOTAL	\$ 4,529,450	\$ 603,629	\$ 5,133,079

LINE ITEMS	ANNUAL BUDGET		CHANGE		RESERVE		CHANGE		ALL YEARS GRAND TOTALS
	July 1, 2021 – June 30, 2022				July 1, 2022 – June 30, 2023				
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	
Staff Salaries/Fringe Benefits	\$1,011,786	\$224,975		\$16,811	\$33,000	\$298,314		(\$16,811)	\$1,568,075
System Operator	54,000								\$54,000
Travel/Mileage	4,500	1900				1800			\$8,200
Conference/Meetings	2,000	3,000				2,000			\$7,000
Unemployment Insurance	0								\$0
Staff Drug Screen/New Hire	475	260				60			\$795
Accounting Services	0	6,910				7,510			\$14,420
Supplies	6,350	3,000				3,500			\$12,850
Furniture/Equipment	6,525	1,500				3,300			\$11,325
Rent	16,600	5,500				5,400			\$27,500
Repairs/Maintenance	2,700	1,200				1,500			\$5,400
Telephone/Internet	13,236	4,000				4,900			\$22,136
Insurance (GL/Cobra/Surety Bond)	1,270	1550				1700			\$4,520
Licensing Fees/Assessments	8,450	200	\$800			400			\$9,850
Postage	450	1500				1800			\$3,750
Advertisement	625	1,000				2,300			\$3,925
Outreach	9,300	200	(\$800)			400			\$9,100
Professional Development – Staff	4,500					1500			\$6,000
Professional Dues/WDB expenses	1,100	2,050				1,000			\$4,150
Auto (Gas/Maint/Insurance)	12,200	3,700				3,800			\$19,700
Training & Support - Participants	1,502,089				159,750				\$1,661,839
St. Tammany Corp CEA	15,000								\$15,000
Misc. Program Income	0								\$0
Disaster Temporary Jobs - Covid	1,336,544								\$1,336,544
Disaster Temporary Jobs - Ida	120,000				207000				\$327,000
SUBTOTAL	\$4,129,700	\$262,445			\$399,750	\$341,184			\$5,133,079

Submitted By:

Melissa Kirsch, WDB Executive Director

- Revision Explanation**
1. Move \$16,811 of reserve Admin funds to cover overage in Salaries/Fringe line item (Originally budgeted a larger percentage of Admin office staff salaries/fringe to program)
 2. Move \$800 from Professional Development to Licensing fees/Assessment to make whole

Approved by the Workforce Development Board on _____
Alan Thriffiley, Chairman

August 17, 2022 Meeting

Agenda Item #8

Review and Approval of **New Fiscal Year Budget**
2022/2023

This is the annual budget for our new fiscal year which began on July 1, 2022 and goes through June 30, 2023. Also included is the Salary and Benefits Schedule to validate Staff costs on budget.

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

Total Funds available through June 2024	PROGRAM	ADMINISTRATION	TOTAL
Total Carryover Funds	\$ 375,238	\$ 162,639	\$ 537,877
New Allocation 2022/24	\$ 1,474,353	\$ 163,816	\$ 1,638,169
St. Tammany Corp CEA			
Disaster Dislocated Worker Grant / Covid	\$ 401,480	\$ 138,637	\$ 540,117
Disaster Dislocated Worker Grant / Ida	\$ 339,741	\$ 38,000	\$ 377,741
GRAND TOTAL	\$ 2,590,812	\$ 503,092	\$ 3,093,904

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/Benefits (Centers)	\$737,423	\$37,024			\$774,447
Staff Salaries/Benefits (Admin Office)	\$30,614	\$211,198		\$200,000	\$441,812
System Operator	54,000				\$54,000
System Operator Training Component		10,000			\$10,000
Travel/Mileage	5,000	600			\$5,600
Conference/Meetings	2,000	2,000			\$4,000
Unemployment Insurance	5,000				\$5,000
Staff Drug Screen/New Hire	300	200			\$500
Accounting Services	0	6,910		6,360	\$13,270
Supplies	5,000	2,500			\$7,500
Furniture/Equipment	3,000	2,000			\$5,000
Rent	16,600	5,500		5,500	\$27,600
Repairs/Maintenance	1,600	1,000			\$2,600
Telephone/Internet	12,000	3,000			\$15,000
Insurance (GL/Cobra/Surety Bond)	1,200	1,500			\$2,700
Licensing Fees/Assessments	10,000	200			\$10,200
Postage	200	800			\$1,000
Advertisement	500	800			\$1,300
Outreach	5,000	200			\$5,200
Professional Development – Staff	2,500	500			\$3,000
Professional Dues/WDB expenses	1,200	1,800			\$3,000
Auto (Gas/Maint/Insurance)	6,000	3,500			\$9,500
Training & Support - Participants	703,473		300,000		\$1,003,473
St. Tammany Corp CEA					\$0
Misc. Program Income					\$0
Disaster Temp Jobs/Training Covid	361,202				\$361,202
Disaster Temp Jobs/Training Ida	327,000				\$327,000
SUBTOTAL	\$2,290,812	\$291,232	\$300,000	\$211,860	\$3,093,904

Submitted By:

 Melissa Kirsch, WDB Executive Director

Concurrence by Chief Elected Official:

 Michael B. Cooper, President, STPG

Approved by the Workforce Development Board on August 17, 2022

 Alan Thriffley, Chairman

**First Planning District
Salary/Benefit Schedule
7/1/2022 thru 6/30/23**

Office/Location	Position	Monthly Salary	Monthly Benefits							Soc Sec	Total Benefits	Total Salary & Benefits
			Health	Life	Retirement	Medicare	Workmans Comp					
Admin	Exec Director	\$ 6,314.66	\$ 1,121.85	\$ 11.63	\$ 726.18	\$ 91.56	\$ 46.10	\$ 1,997.32	\$ 8,311.98			
	Dir. of Planning & Operations	\$ 5,666.66	\$ 675.83	\$ 11.63	\$ 651.66	\$ 82.16	\$ 41.36	\$ 1,462.64	\$ 7,129.30			
	Fiscal Manager	\$ 4,700.00	\$ 675.83	\$ 11.63	\$ -	\$ 68.16	\$ 12.70	\$ 291.40	\$ 5,759.72			
	Program Liason	\$ 3,333.34	\$ 675.83	\$ 11.63	\$ 383.34	\$ 48.34	\$ 9.00	\$ 1,128.14	\$ 4,461.48			
	Monitor / Technical Asst.	\$ 1,550.00			\$ 23.00	\$ 11.58		\$ 34.58	\$ 1,584.58			
	Subtotals		\$ 21,564.66						\$ 5,682.40	\$ 27,247.06		
St. Tam Center	Center Manager	\$ 4,458.32	\$ 658.73	\$ 11.63	\$ 512.70	\$ 64.64	\$ 32.54	\$ 1,280.24	\$ 5,738.56			
	Dir. Bus Services	\$ 5,300.00	\$ -	\$ 11.63		\$ 76.86	\$ 38.70	\$ 127.19	\$ 5,427.19			
	Business Services Rep	\$ 3,833.32	\$ 658.73	\$ 11.63	\$ 440.84	\$ 55.58	\$ 27.98	\$ 1,194.76	\$ 5,028.08			
	Yth Coordinator	\$ 3,466.66	\$ 675.83	\$ 11.63	\$ 398.66	\$ 50.26	\$ 25.00	\$ 1,161.38	\$ 4,628.04			
	Yth Career Specialist	\$ 3,183.32	\$ 658.73	\$ 11.63	\$ 366.08	\$ 46.16	\$ 22.76	\$ 1,105.36	\$ 4,288.68			
	Career Specialist 2	\$ 3,091.66	\$ 658.73	\$ 11.63	\$ 355.54	\$ 44.82	\$ 22.56	\$ 1,093.28	\$ 4,184.94			
	Career Specialist 2	\$ 3,258.32	\$ 675.83	\$ 11.63	\$ 374.70	\$ 47.24	\$ 23.78	\$ 1,133.18	\$ 4,391.50			
	Career Specialist 2	\$ 2,916.66	\$ -	\$ 11.63	\$ 335.42	\$ 42.30	\$ 21.30	\$ 410.65	\$ 3,327.31			
	Career Specialist 1	\$ 3,091.66	\$ 675.83	\$ 11.63	\$ -	\$ 44.82	\$ 22.56	\$ 191.68	\$ 4,038.18			
	DDWG Project Coordinator	\$ 3,008.32	\$ 658.73	\$ 11.63	\$ 345.96	\$ 43.62	\$ 21.96	\$ 1,081.90	\$ 4,090.22			
Subtotals		\$ 35,608.24						\$ 9,534.46	\$ 45,142.70			
St. Bernard Center	Business Services Rep - vacant	\$ 2,916.66	\$ 658.73	\$ 11.63	\$ 335.42	\$ 42.30	\$ 21.30	\$ 1,069.38	\$ 3,986.04			
	Career Spec 2	\$ 3,166.66	\$ 658.73	\$ 11.63	\$ 364.16	\$ 45.92	\$ 23.12	\$ 1,103.56	\$ 4,270.22			
	Career Spec 1	\$ 2,966.66	\$ 658.73	\$ 11.63	\$ 341.16	\$ 43.02	\$ 20.98	\$ 1,075.52	\$ 4,042.18			
Subtotals		\$ 9,049.98						\$ 3,248.46	\$ 12,298.44			
Plaquemines	Career Spec 2 (Vacant)							\$ -	\$ -			
Totals		\$ 66,222.88						\$ 18,465.32	\$ 84,688.20			

\$84,688.20 X 12 months = 1,016,259

August 17, 2022 Meeting

Agenda Item #9

Review and Approval of Revised Grievance
Complaint Policy

This policy was recently reviewed by the Technical Assistance Team at LWC and I they noted a missing item. Please see highlighted part for addition. The entire policy is 10 pages long, so I only included the pages where a change was made. I will have a copy of the entire policy at the board meeting.

First Planning District Workforce Development Board – LWDA 10

Policy Number: 002-16	Policy Name: Grievance and Complaint Policy & Procedures		
Director: Melissa Kirsch	Signature:	Effective Date: August 10, 2016	Revision Date: August 17, 2022

PURPOSE:

To establish a policy and procedures to be used by applicants, participants, and other parties, including One-Stop Operators and service providers, to file grievances or complaints alleging violations of the Workforce Innovation and Opportunity Act (WIOA) of 2014.

This policy does not address the procedures for filing and processing complaints alleging discrimination under the WIOA. Such complaints must be handled in accordance with FPD Administrative Policy 001-16. Questions about complaints alleging a violation of nondiscrimination provisions of WIOA should be directed to the local EO Officer.

REFERENCE:

WIOA Section 181(c),
Title 20 Code of Federal Regulations (CFR) Part 667.600,
Title 29 CFR Part 37

DEFINITIONS:

Grievance/Complaint – written expression by a participant, applicant, or other person or agency, or their duly appointed representative, alleging a violation of WIOA, applicable statutes and regulations promulgated under WIOA, and grant and/or contract conditions or provisions or other rules or policies. All complaints, amendments, and withdrawals shall be in writing. These procedures are intended to resolve matters which concern alleged violations arising in connection with the WIOA Title I grant program submitted by or on behalf of a participant, applicant, a one-stop partner, a service provider, or other party.

Grievant/Complainant – an individual, group or agency that files a formal complaint alleging a non-criminal violation of the WIOA and/or provisions of a related agreement.

Days – means consecutive calendar days, including weekends and holidays.

Hearing Officer – an impartial party who shall preside at a hearing on a grievance or complaint.

POLICY:

The First Planning District Workforce Development Board (FPD WDB) sets forth the following guidelines and procedures as required under Title I of WIOA for receiving and acting upon grievances/complaints from participants, applicants or other parties affected by the local workforce development system, resulting from alleged violations of the requirements of WIOA and/or provisions of a related WIOA agreement.

The principles and procedures set forth in this policy shall govern the treatment, handling and resolution of all non-criminal grievances and complaints in connection with all WIOA Title I grant programs and activities conducted in the workforce delivery area.

Information and complaints involving allegations of fraud, abuse or other criminal activity must be reported directly to the Department of Labor's (DOL) Office of Inspector General, Office of Investigations, 200 Constitution Avenue NW, Washington, DC 20210, or to the corresponding Regional Inspector General for Investigations, with a copy simultaneously provided to the Employment and Training Administration of DOL. The Hotline number is 1-800-347-3756. The website is <http://www.oig.dol.gov/contact.htm>.

All recipients of WIOA Title I grant funds must make reasonable efforts to assure that these procedures are understandable to affected clients and individuals, including youth, and those individuals who have limited English-speaking capabilities. (See Attachment 1 – Notice of Grievance Procedures)

The Director of Planning & Operations for the Tri-Parish Career Centers shall ensure that the Notice of Grievance Procedures are:

1. Distributed to all participants who are applying or receiving WIOA Title I funds
2. Displayed in conspicuous locations in all Career Centers, and
3. Made available in languages that represent the populations.

A. Delegation Process:

1. Complaints arising at the employer level in the On-the-Job Training (OJT) contracts regarding terms and conditions of a participant's employment must be handled through the employer's grievance procedure.
2. Complaints of any WIOA funded personnel involving the terms and conditions of employment should follow the agency's Personnel policies.
3. Whenever participants have complaints alleging a labor standards violation, they may use the established local or State Grievance procedures or choose to submit the grievance to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the grievance so provides.

B. Filing a Grievance or Complaint

Grievance and/or Complaints must be in writing and directed to:

Executive Director
First Planning District Workforce Development Board
317 North Jefferson Avenue, Room 213
Covington, Louisiana 70433
Email: firstplanning@bellsouth.net

C. Who Can File

Examples of who may file a grievance include the following:

1. Applicants for services and/or training
2. Participants
3. Employers
4. Service providers or eligible service providers
5. One-Stop Operator or One-Stop Partners
6. Applicants for employment under WIOA

D. Timeline for Filing Grievances or Complaints

Each grievance or complaint must be filed, in writing, **within 30 calendar days** of the alleged violation of WIOA regulations/requirements and must contain the following information (see Attachment 2 for Grievance/Complaint Form):

1. The name, address and phone number of the person filing the grievance or complaint;
2. The date of the alleged violation or situation and the date the grievance or complaint was filed;
3. The identity of the respondent (i.e. the individual or entity against whom the grievance or complaint is alleged);
4. A description of the allegations. This description must include enough detail to allow the reviewer to decide whether the allegations, if true, would violate any of the provisions of WIOA; and
5. The signature of the person filing the grievance or complaint.

E. Methods of Resolution / Disposition of Complaints

August 17, 2022 Meeting

Agenda Item #12

Other Business

These two documents are recent **requests for additional funds** that were made on behalf of our local area due to the cuts to our new funding allocations. I have not yet received a response, although I expect one soon.

First Planning District – LWDA 10

REQUEST FOR BUDGET MODIFICATION

Disaster Dislocated Worker Grant

- 1) Letter of Credit amount: **\$2,032,984**
- 2) Maximum Award amount: **\$2,032,984**
- 3) Funds expended as of July 12, 2022: **\$1,485,806**
- 4) Obligations: **\$58,000 in training obligations with an additional \$350,000 in temporary job commitments not including new positions currently being considered**
- 5) Number of Planned Participants: **100**
- 6) Number of Participants enrolled in program: **110**
- 7) Number of Participants employed in disaster-relief employment: **75**
- 8) Number of Participants enrolled in occupational skills training: **35**
- 9) **Additional funds being requested: \$250,000**
- 10) **Additional participants to be served: 30**
- 11) Current approved budget.
- 12) Requested revised budget.

CURRENT BUDGET	Budget Amount	REVISED BUDGET	Budget Amount
Administrative Services – 10%		Administrative Services – 10%	
Personnel Services	\$195,298	Personnel Services	\$195,298
Other Admin	\$8,000	Other Admin	\$8,000
Total Administrative Services	\$203,298	Total Administrative Services	\$203,298
Program Services – 90%		Program Services – 90%	
Program Career Services (staff)	\$67,000	Program Career Services (staff)	\$142,000
Training (OJT & Other Training)	\$400,000	Training (OJT & Other Training)	475,000
Disaster ONLY Temporary Wages & Fringe	\$1,352,686	Disaster ONLY Temporary Wages & Fringe	1,454,686
Disaster ONLY Supportive Services – PPE (personal protective equipment)	\$5,000	Disaster ONLY Supportive Services – PPE (personal protective equipment)	\$3,000
Disaster ONLY Other Supportive Services	\$5,000	Disaster ONLY Other Supportive Services	\$5,000
Equipment	\$0	Equipment	\$0
Other	\$0	Other	\$0
Total Program Services	\$1,829,686	Total Program Services	\$2,079,686
TOTAL BUDGET	\$2,032,984	TOTAL BUDGET	\$2,282,984



317 N. Jefferson Ave., Room 230
Covington, Louisiana 70433
(985) 875-9275 fax (985) 875-9316
firstplanning@bellsouth.net

Serving Plaquemines, St. Bernard & St. Tammany Parishes

July 12, 2022

Mrs. Andrea Morrison, Assistant Secretary
Office of Workforce Development
Louisiana Workforce Commission
Post Office Box 94094
Baton Rouge, LA 70804-9094

Dear Mrs. Morrison:

On behalf of the Workforce Development Board for the First Planning District (LWDA #10), we would like to request additional funds in the amount of \$400,000 for the new fiscal year due to significant needs in our Adult, Dislocated Worker, and Youth program activities. If there are any funds that LWC will be recapturing from local areas, we respectfully ask you to consider this request to support the following programs/activities:

Youth - \$200,000

The Tri-Parish Works Career Centers continue to provide critical resources to the hardest to serve youth within our communities through multiple projects and activities. Due to formula funding cuts over the past two years and the addition and expansion of youth projects such as the Jobs for America's Graduates (Out-of-School) program and Career Exploration Academy, we are in dire need of additional resources to continue these positive ventures. We anticipate that many of the youth participating in these projects will need additional assistance as they move on to post-secondary training opportunities. While we intend to leverage many of the funding streams currently available under LCTCS, we expect that some of these individuals will need additional supportive services to complete their programs of study. Because of our funding shortages, we have also had to reduce the length of our work experience activities. Additional funding will allow us to provide the critical resources needed to ensure successful outcomes. We anticipate serving approximately 40 eligible youth.

Adult/Dislocated Worker - \$200,000

Due to the significant number of individuals seeking training assistance during the pandemic, our current training obligations under our Adult and Dislocated Worker formula grants have been considerable. In addition, we have experienced an influx of requests from our healthcare providers for customized training grants to help them fill critical shortages. With this being said, we have expended over a million dollars in these funding streams over the course of the previous fiscal year. We continue to forge new and improved partnerships and leverage our resources very well with other agency funding. We are currently trying to initiate a few specific projects that would require additional funding:

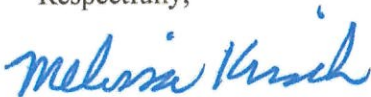
1. Re-entry initiatives that would provide newly released individuals with Transitional Jobs activities to ensure an immediate connection with employment. In addition, we are hoping to contract with the Plaquemines Prison to provide supportive services and resources to a group of inmates participating in a Carpentry Pre-Apprenticeship program. The additional funding would allow us to assist approximately 20 additional formerly incarcerated individuals.

2. Veterans Training pilot that through a partnership with NextOp, a non-profit assisting unemployed veterans, we can support training opportunities for these shared participants and leverage resources to ensure successful outcomes. With the additional funding, we anticipate providing training funds to as many as 20 veterans needing assistance.

As you are already aware, our local workforce area has been a leader in the state in terms of excellent service to our communities, meeting performance goals and expenditures requirements, as well as an innovator in partnership development. Because of this, please know that whatever additional resources you provide to our area, will be spent wisely, effectively and with great outcomes.

Thank you for your consideration of this funding request. Please don't hesitate to contact me if you need additional information.

Respectfully,



Melissa Kirsch
Executive Director

cc: Alan Thriffiley, WDB Chairman
Mike Cooper, WDB CEO, St. Tammany Parish Government
Ronnie Alonzo, Grant Recipient, St. Bernard Parish Government