

**WEDNESDAY, DECEMBER 2<sup>ND</sup>, 2015  
MEETING MINUTES**

The First Planning District Workforce Development Board meeting was held on December 2, 2015 at Nunez Community College, Music Room, 3710 Paris Road, Chalmette, LA.

1. **CALL TO ORDER:** The meeting was called to order by Alan Thriffiley, Chairman, at 3:40p.m.

**MEMBERS PRESENT--** Floyd Baker, Charlene Bonck, Dennis Cambre, Vera Clay, Bill Davis, Elizabeth Ellison-Frost, Deborah Green, Rachel Mackey, Craig Marinello, Mark Pisani, Steve Price, Stacy Retzlaff, Ernest Fraiser, Mike Stedem, Alan Thriffiley, Tina Tinney, and Ashley Wolfe.

Others in attendance were: Melissa Kirsch, Dianne Wilson, Kendra Carrone and Jennifer Barnett.

A quorum was declared.

2. **WELCOME AND INTRODUCTIONS:** Chairman Thriffiley welcomed and introduced the two newest board members, Dr. Tina Tinney of Northshore Technical Community College and Elizabeth Ellison-Frost representing Chalmette Refining, LLC. They were given the Oath of Office administered by Ms. Kendra Carrone. Mr. Thriffiley had all other members introduce themselves as well.

3. **APPROVAL OF MINUTES:** The Chairman asked all members to review the minutes. Motion was made by Mr. Stedem to approve the minutes of the October 29, 2015 meeting. Vote taken and motion passed unanimously. There were no abstentions.

4. **PARTNER UPDATES:** At this time, Chairman Thriffiley recognized Dr. Tinney who gave a brief presentation on Northshore Technical & Community College. She indicated that NTCC is committed to providing quality workforce training and transfer opportunities by awarding degrees and diplomas to students seeking a competitive edge in today's global market. Enrollment has averaged between 3,200 and 5,000 with a 5 year goal of reaching 10,000 students and the average age of the NTCC student is 26 years old.

Ms. Tinney updated the board about the new construction being underway in Lacombe, with a state of the art campus targeted to open Fall 2016. NTCC has campuses at sites including Bogalusa, Greensburg, and Hammond. Students can complete transferable courses on

Southeastern La University campus and St. Tammany Center in Mandeville, with access to supportive services offered by both institutions. The Science, Technology, Engineering and Math (STEM) Lacombe campus will afford residents the opportunity to receive training; supporting regional workforce initiatives. One of the STEM pathways is the newly developed Maritime industry curriculum. Two week scholarships were awarded to 9 students to study in Dubai realizing worldwide workforce demands.

5. **REVIEW STRATEGIC GOALS, NEXT STEPS 2016 AND COMMITTEE UPDATES:** Ms. Kirsch reviewed the Strategic Goals established at the November 2014 board retreat to ensure that membership was still comfortable with the direction of our committee work. She did indicate that while some things were moving quickly, other activities were taking longer to accomplish due to the implementation of the new legislation (WIOA). She asked members to affirm and move forward with these priorities, and also realize that additional goals will need to be established in the very new future. Board members asked Ms. Kirsch to update the Action Template to incorporate achievements to goals thus far.

Executive Committee: Chairman Thriffiley asked Ms. Kirsch to give the updates for the Executive Committee. Ms. Kirsch reviewed the reformatted financial reports, based on feedback from the previous board meeting. She also presented a corrected meeting schedule, and invited board members to the La. Workforce Commission's 2 day Workforce Symposium to be held in Baton Rouge on Dec 15 & 16. Ms. Kirsch also reminded members to complete the ethics training by the end of the month and clarified that the financial disclosure documents do not need to be completed until May 15, 2016.

Business Engagement Committee: Chairman Thriffiley recognized Mr. Stedem to give updates for the Business Engagement Committee. Mr. Stedem reaffirmed the use of the palm card, asking members to know what WIOA is, and to communicate to Chambers and other business organizations, so that awareness is increased for our organization. He indicated that the website ([www.triparishworks.net](http://www.triparishworks.net)) is up and running and asked the board to review the PR boiler plate that we would like all board members to refer to when speaking about our agency. Mr. Stedem mentioned that the committee is really working together to build relationships within our community and provide more exposure to the Centers. A big push is being made to increase social media presence. He reiterated the importance of having a successful Speakers Bureau from among board members to make the most impact. Lastly he is soliciting suggestions to make the Website the best it can be.

Center Accountability/ Partnership Committee: Ms. Clay gave the update for this committee in which she stated that there needs to be better clarity from the new legislation in order to truly develop comprehensive and successful Memorandums of Understanding (MOU) within our local area. Final federal regulations have not yet been published, nor has any guidance from the State been made available. Ms. Kirsch added that the deadline for having these MOU's in place was July 1<sup>st</sup>, 2016. Both Ms. Clay and Ms. Kirsch felt comfortable that we would be able to have partnerships in place within the mandated timeframe.. The committee feels the document must

be relevant and meaningful, sharing resources among our partners. Mandated partners include Louisiana Rehabilitation Services, Adult Education, Wagner Peyser, and Department of Children & Family Services and WIOA formula programs.

6. **INDUSTRY TRENDS AND PRIORITY SECTORS:** At this time, Chairman Thriffiley asked Jennifer Barnett (Regional Industry Coordinator) to give a presentation on Industry Trends and Priority Sectors. Ms. Barnett began with an overview of economic statistics for the tri-parish which included job growth, average earnings, unemployment statistics and education levels. She presented long term trends for the tri-parish area and compared those to both the State and region. She reminded the board of the current demand occupations, as well as our current priority sectors (Healthcare, Construction, Manufacturing, and Transportation – Maritime). She concluded her presentation with Sector Strategy recommendations for each of the Priority Industry segments for board consideration. Ms. Kirsch explained to board members that the intent of this presentation was to put forth data that the board could consider when identifying strategies to work on during the next few years. This also will allow the board to provide input to the required local 5 year plan on board priorities and strategic positioning of grant funds. Ms. Kirsch stated that due to the lack of time, it may be prudent to allow enough time at the next meeting for detailed discussions on this subject. Members agreed. Ms. Barnett answered a few specific questions about the presentation and Chairman Thriffiley thanked her for sharing the very relevant information.

7. **RETURN ON INVESTMENT DATA AND 2016 OPERATIONAL GOALS:** Ms. Kirsch presented the Return on Investment Data to the membership. She indicated there were 76 training completers last fiscal year in which 68 obtained employment for an 89% employment rate. She also shared that the average annual wage for those completing training was \$31,572 (or \$15.17 hourly). Therefore, for every training dollar spent, there was a \$12 return on our investment. Mr. Thriffiley indicated his appreciation for seeing this data, as it does show how our programs are helping citizens increase their capacity to earn a living wage.

Ms Kirsch shared with the members that our local area did not meet all of the newly implemented Business Service Performance Measurements. She presented the corrective action plan that was submitted to LWC on behalf of the board to address the underperformance. Ms. Kirsch also mentioned that she has asked Ms. Barnett to perform an assessment of the centers to evaluate deficiencies which will assist in the development of operational goals to ensure continuous improvement in Center operations.

8. There being no further business or public comment. Chairman Thriffiley adjourned the meeting at 5:38p.m.; motion made by Mr. Davis. Vote taken and passed unanimously.