

January 19, 2022

Notice is hereby given that there will be an Executive Committee meeting of the First Planning District Workforce Development Board on **Wednesday, January 26th, 2022 at 8:00 a.m.** This meeting will be held virtually via Zoom due to the continued COVID-19 crisis. Use the following link to participate in the meeting:


<https://us02web.zoom.us/j/86084239208?pwd=eDhSWnlKVXdDeERLaStibnNOWjlsZz09>

Meeting ID: 860 8423 9208

Passcode: 168301

**AGENDA**

1. Review and discussion of Financial Reports through December 2021
  - a. Expenditure Report
  - b. Detail Expenditure Report
  - c. Fund Utilization Report
  - d. Monthly Employee Count and Wage Data
2. Updates on board member replacements and new opening
3. Review and discussion on updated meeting packet format
4. Discussion on LWC Board member training scheduled for February 16th
5. Review and discussion on Retreat Agenda and expected outcomes
6. Updates and discussion on current initiatives
7. Other Business
8. Review of action items

  
Alan Thriffiley, Chairman *MBK*

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# FIRST PLANNING DISTRICT WDB EXECUTIVE COMMITTEE MEETING MINUTES

November 10, 2021 - 8:30 a.m.

## MEETING INFORMATION

Location	This meeting was held virtually via ZOOM due to the COVID-19 Crisis
Attendees	Alan Thriffiley, Mr. Jerry Repka, and Mr. Steve Price. Also in attendance were Melissa Kirsch (Executive Director) and Jennifer Barnett (Director of Operations and Planning).

## 1. CALL TO ORDER

The meeting was called to order at 8:34 a.m. and a quorum was declared.

## 2. REVIEW AND DISCUSSION OF FINANCIAL REPORTS THROUGH SEPTEMBER 30, 2021

Mrs. Melissa Kirsch was recognized to present the financial reports through the first quarter of the current year. Admin expenditures are under 25% which is where we are currently needed to be performing. Training expenditures are slightly under expectations at 22.79%, but current obligations are just over 76% of the entire year's fiscal budget. While obligations are not a confirmed expenditure total, it is significant to support a forecast of a successful annual performance. Disaster grant expenditures are slightly under 19% with approximately \$1 million available to spend. This grant was extended another 6 months, but focus is needed to increase overall participants in this area. Admin expenditures will show an increase next quarter because of the addition of the new fiscal manager. She will be provided 3 months of training to shadow alongside the current fiscal manager. First quarter overall total was \$843,495 at 21.19%. The Itemized report was included to provide line details of expenditures. In referencing the fund utilization, Mrs. Kirsch conveyed her confidence in not having old money at risk of recapture. PY20 funds are gone, and P21 is almost gone if counting current obligations. If pace continues, we will begin to apply newly allocated funds in the near future. Chairman Alan Thriffiley inquired on the possibility of running out of training funds to which Mrs. Melissa Kirsch proposed potential future board conversations of requesting recaptured state funds. Additional funds can only be issued from money recaptured from other areas within the state. These amounts will more than likely fall in the Dislocated Worker or Youth funding streams. She also mentioned that there has been increased conversation of the new infrastructure bill foreshadowing additional funds to come, if passed. Chairman Alan Thriffiley proposed the action item to informally begin the request process in January, and Mrs. Melissa Kirsch supported this suggestion. She continued to explain that the board needs to maintain awareness of the following prior to request: Expenditures aim to be at 85% overall, consideration of operational needs to support increase training funds, and alignment of the board's future goals.

## 3. UPDATES AND DISCUSSION ON BOARD MEMBER VACANCIES

Mrs. Melissa Kirsch shared that there are 24 members currently on the board with one vacancy that needs to be filled. This position is from the private sector and is preferred to be someone from the construction industry sector. Mr. Mike Stedem referred a contractor from Slidell, and Mrs. Melissa Kirsch is awaiting return communication. If not confirmed, Mrs. Melissa Kirsch requests referral suggestions from existing board members. Other changes include two positions from within the public sector. There was a loss of the school board union representative who will be replaced by a VP from United Way. This placement was approved by the Chief Elected Official of the Board, Mr. Mike Cooper, pending transition into her new position. The final change will occur once the reorganization of DCFS is completed in January.

#### **4. DISCUSSION ON MEETING CALENDAR / LOCATIONS**

Mrs. Melissa Kirsch recommended a return of face-to-face meetings in January. She conveyed that it will be critical to engaging board members who recently joined during the COVID pandemic, and to increase the connection with existing members. She suggested a retreat, in the beginning of February, for the board to review purpose-driven missions beyond basic WIOA services and fiscal goals that could maximize the impact of our funding throughout the future. Mrs. Jennifer Barnett supported the idea by expanding the purpose of the retreat to us the time for brainstorming ideas and exploring the board's role in addressing our opportunities and challenges. Chairman Alan Thriffiley requested and action item that Mrs. Kirsch and Mrs. Barnett continue to work together on an agenda to present to the board members that would provide each board member 5 minutes to share their individual vision for workforce development. He explained that it would be important for every member receive an opportunity to be heard, and also the opportunity to assist in facilitating the retreat.

#### **5. UPDATE ON RECENT LWC MONITORING**

Mrs. Melissa Kirsch confirmed that State officials have not completed their findings, but is confident of a positive outcome as few initial concerns were offered. She has requested to have a Zoom call with the officials to further discuss possible findings on participant records. Mrs Kirsch does not have any concerns of disallowed costs, but conveyed the importance of tightening up on some processes to prevent reoccurring conversations. Mrs. Jennifer Barnett stated that some suggestions will duplicate our efforts to make sure all items are aligned with the State preferences, but the overall goal is to simplify processes. Mrs. Kirsch wants everyone to keep in mind that the majority of those who are completing our audit are new to WIOA, and that we are keep communication open throughout the remainder of the monitoring session to help ensure the accuracy of all findings.

#### **6. DISCUSSION ON ADJUSTMENTS TO TRAINING INVESTMENT ALLOCATIONS**

Mrs. Melissa Kirsch opened the conversation for the board to review the current training allocations per participant. Please refer to page 6 of the meeting packed emailed earlier this week. Funding limits were last increased in 2019. Current funding limits are at \$9,000 for adult and dislocated worker (an increase of \$3000), along with \$10,000 for youth (an increase of \$2,500). She requests that the board take into consideration the increased costs for training and cost of goods due to current inflation, as well as the 12% cut to allocations for the current fiscal year. A change in allocation amounts will influence the overall assistance we can provide to individuals as well as the overall amount of participants we can assist. For example, maintaining funding allocations can continue the support we can assist with for higher training costs, but could lead to fewer participants to be funded. Chairman Alan Thriffiley and Mr. Steve Price suggested that the decision be put to the board for a vote. All possible options are listed on the one pager included in the packet. Mrs. Jennifer Barnett requested that each board member that supports maintaining current limits while requesting additional funds from the LWC also provide a second option in case requested funds are not approved. Mrs. Barnett included some factors to keep in mind is that we could see a possible decrease in OJT because of the current increase in hourly wages, and a possible decrease in participants for classroom training in July.

## **7. UPDATES AND DISCUSSIONS ON CURRENT INITIATIVES**

Mrs. Jennifer Barnett provided an update on the pending layoff with Philips 66 in Belle Chasse. The facility will be transitioning to a storage and refueling location. She spoke with Mr. Bobby Thomas for details of the 480 impacted: 50% of which are union members, and 140-150 are residents of Plaquemines Parish. 320 are under contract with Zachary, and all companies will be contacted to offer any needed assistance to adequately absorb these employees. Mrs. Barnett has scheduled a meeting to meet with the LWC rapid response team and stated that she feels fortunate that we have a good relationship with the state representative that will be overseeing this process. Inquiries will be focused on what new positions will be, what training will be needed, and the new lower pay rates. Severance packages will be offered, but will not be given to those who refuse a newly offered position.

## **8. DISCUSSION ON AGENDA FOR FULL BOARD MEETING**

This item of discussion was included in the prior conversation with item 3 of today's agenda.

## **9. OTHER BUSINESS**

Mrs. Melissa Kirsch stated that the posting for Ellen's position will be occurring in the near future. She also stated that the Plaquemines Parish jail reached out to both her and Mr. Jerry Repka for a new re-entry program to offer a construction apprenticeship to assist with employment upon release. The majority of this apprenticeship will be completed while participants are still incarcerated and will continue 3-4 weeks after release. This program will be working with both Jefferson Parish and Orleans Parish. Successful implementation of this apprenticeship will provide increased workforce efforts for both re-entry and Plaquemines Parish. Mrs. Jennifer Barnett shared a recap of the Mega Job Fair that occurred on October 20th. She confirmed that of the 50,000 invitations sent, 156 employers were in attendance along with approximately 300 job seekers. Although fewer job seekers in attendance than what was expected, Mrs. Barnett shared that the overall quality was an improvement over previous job fairs. There were fewer entry level job seekers, and each came prepared with resumes and professionally dressed. The upcoming job fair planned for March is still under assessment for the size needed, and will be reviewed in January. Mrs. Barnett continued with sharing a new project that she is working on individually. She is participating in the Executive Boot Camp with the National Association of Workforce Boards. The boot camp is expected to last a year and will provide Mrs. Barnett with the opportunity to learn how to better prepare her to step into her next role if and when the time comes. Topics discussed will also help Mrs. Barnett to assist the board with information to improve the strategy of the board. The next topic Mrs. Barnett discussed was about the recognition of TriParish Works by Geographic Solutions for resiliency during the pandemic. The last document of the meeting packet is a copy of the letter that Mrs. Barnett submitted for review, and newsletter featuring the award announcement was emailed to all board members. The final update Mrs. Barnett provided was that a number of the local staff was receiving salary increases to recognize their efforts of accomplishment while providing the ability to increase overall wages.

## **10. PUBLIC COMMENT PERIOD**

Chairman Alan Thriffley inquired about an update of the new operator, Mr. Brian Moore. Mrs. Melissa Kirsch shared that he has shared a review of his meetings and actions with her monthly, and that she will share all notes with the board regularly. The meeting was adjourned at 9:49 a.m.

**ACTION ITEMS****Executive Director :**

- Start informal conversation with the State for securing reallocated state funds.
- Complete suggested agenda for retreat and share with the board.
- Send out Save the Date for retreat.
- Communicate new operator's activity notes with the board.

**Board Members :**

- Make recommendations for new private sector board member, preferably from the Construction and/or related industry (Must be in decision making position within company)
- Consider recommendations for funding limit allocations.

FPD WDB EXPENDITURES TO BUDGET REPORT

Through December 30, 2021

Budget Line Items	ANNUAL BUDGET July 2021 – June 2022	EXPENDITURES THROUGH 12/30/2021	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% w/ OBS	RESERVE FOR FUTURE YEAR 7/22 – 6/23
<b>Tri-Parish Centers - Program</b>								
Staff Salaries/Fringe	1,040,786	457,379	43.95%	583,407	0	583,407	43.95%	0
Operating Costs	144,281	57,091	39.57%	87,190	30,960	56,230	61.03%	0
Plaquemines	148,880	69,478	46.67%	79,402	17,107	62,295	58.16%	60,000
St. Bernard	280,280	149,766	53.43%	130,514	38,711	91,803	67.25%	115,000
St. Tammany	797,929	643,917	80.70%	154,012	418,628	-264,616	133.16%	150,000
St. Tammany Corp CEA	13,750	7,500	54.55%	6,250	6,250	0	100.00%	0
Other Misc. Program Inc.	0	0		0				0
<b>Training/Support Subtotal</b>	<b>1,240,839</b>	<b>870,661</b>	<b>70.17%</b>	<b>370,178</b>	<b>480,696</b>	<b>-110,518</b>	<b>108.91%</b>	<b>325,000</b>
<b>Dislocated Worker Disaster Grant – Temporary Jobs</b>								
Plaquemines	30,044	0	0	30,044	0	30,044	0.00%	0
St. Bernard	629,190	248,743	39.53%	380,447	0	380,447	39.53%	0
St. Tammany	677,310	231,571	34.19%	445,739	0	445,739	34.19%	0
<b>DWG Temp Jobs Subtotal</b>	<b>1,336,544</b>	<b>480,314</b>	<b>35.94%</b>	<b>856,230</b>	<b>0</b>	<b>856,230</b>	<b>35.94%</b>	<b>0</b>
<b>Program Totals</b>	<b>3,762,450</b>	<b>1,865,445</b>	<b>49.58%</b>	<b>1,897,005</b>	<b>511,656</b>	<b>1,385,349</b>	<b>63%</b>	<b>325,000</b>
Staff Salaries/Fringe	186,975	91,416	48.89%	95,559	0	95,559		306,214
Operating Costs	31,770	12,536	39.46%	19,234	0	19,234		40,670
<b>Admin Total</b>	<b>218,745</b>	<b>103,952</b>	<b>47.52%</b>	<b>114,793</b>	<b>0</b>	<b>114,793</b>	<b>47.52%</b>	<b>346,884</b>
<b>GRAND TOTALS</b>	<b>3,981,195</b>	<b>1,969,397</b>	<b>49.47%</b>	<b>2,011,798</b>	<b>511,656</b>	<b>1,500,142</b>	<b>62.32%</b>	<b>671,884</b>

**FIRST PLANNING DISTRICT**

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

Total Funds available through June 2023	PROGRAM	ADMINISTRATIO	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	\$ 1,376,170	\$ 178,718	\$ 1,554,888
<b>GRAND TOTAL</b>	<b>\$ 4,087,450</b>	<b>\$ 565,629</b>	<b>\$ 4,653,079</b>

LINE ITEMS	ANNUAL BUDGET July 1, 2021 – June 30, 2022		EXPENDITURES TO DATE DECEMBER 2021		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe Benefits	\$ 1,040,786	\$ 186,975	\$ 457,379	\$ 91,416	\$ 583,407	\$ 95,559
System Operator	\$ 54,000		\$ 27,000		\$ 27,000	\$ -
Travel/Mileage	\$ 3,000	\$ 1,500	\$ 1,537	\$ 198	\$ 1,463	\$ 1,302
Conference/Meetings	\$ 1,000	\$ 2,000	\$ 100	\$ 1,550	\$ 900	\$ 450
Unemployment Insurance	\$ 5,000				\$ 5,000	\$ -
Staff Drug Screen/new hire	\$ 475	\$ 60	\$ 90	\$ 110	\$ 385	\$ (50)
Accounting Services	\$ -	\$ 6,510		\$ 2,750	\$ -	\$ 3,760
Supplies	\$ 6,350	\$ 2,500	\$ 2,327	\$ 924	\$ 4,023	\$ 1,576
Furniture/Equipment	\$ 6,525	\$ 1,500	\$ 1,081		\$ 5,444	\$ 1,500
Rent	\$ 15,600	\$ 4,200	\$ 8,435	\$ 1,466	\$ 7,165	\$ 2,734
Repairs/Maintenance	\$ 2,700	\$ 1,200	\$ 619	\$ 53	\$ 2,081	\$ 1,147
Telephone/Internet	\$ 13,236	\$ 3,800	\$ 5,413	\$ 1,277	\$ 7,823	\$ 2,523
Insurance (GL/Cobra/Surety Bond)	\$ 1,270	\$ 1,050	\$ 52	\$ 1,039	\$ 1,218	\$ 11
Licensing Fees/Assessments	\$ 5,950	\$ 200	\$ 2,200		\$ 3,750	\$ 200
Postage	\$ 450	\$ 1,500		\$ 17	\$ 450	\$ 1,483
Advertisement	\$ 625	\$ 2,000			\$ 625	\$ 2,000
Outreach	\$ 9,300	\$ 200	\$ 3,043		\$ 6,257	\$ 200
Professional Development – Staff	\$ 5,500	\$ -	\$ 40		\$ 5,460	\$ -
Professional Dues	\$ 1,100	\$ 750	\$ 300	\$ 1,250	\$ 800	\$ (500)
Auto (Gas/Maint/Insurance)	\$ 12,200	\$ 2,800	\$ 4,854	\$ 1,902	\$ 7,346	\$ 898
Training & Support - Participants	\$ 1,227,089		\$ 863,161		\$ 363,928	\$ -
St. Tammany Corp CEA	\$ 13,750		\$ 7,500		\$ 6,250	\$ -
Misc. Program Income	\$ -				\$ -	\$ -
Disaster Temporary Jobs	\$ 1,336,544		\$ 480,314		\$ 856,230	\$ -
<b>SUBTOTAL</b>	<b>\$ 3,762,450</b>	<b>\$ 218,745</b>	<b>\$ 1,865,445</b>	<b>\$ 103,952</b>	<b>\$ 1,897,005</b>	<b>\$ 114,793</b>

OJT	\$ 126,157
CLASSROOM,ITA,BUSINESS & YOUTH SERVICES	\$ 588,710
WORK EXP	\$ 79,598
TEMP JOBS(includes DDWG support)	\$ 480,314
SUPPORT	\$ 76,196
	<b>\$ 1,350,975</b>

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

Month ending **DECEMBER 31, 2021**

	Admin	Program	Total Allocation	Expended thru 12-31-21	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/22
<b>Adult</b>									
*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	542,705.00	33,938.00	94%	33,938.00	100%	
***PY21 expires 6/23	10,310.00	92,792.00	103,102.00	92,792.00	10,310.00	90%	10,310.00	100%	
****FY22 expires 6/23	48,593.00	437,338.00	485,931.00	99,828.00	386,103.00	21%	100,561.00	41%	
	128,123.00	1,153,112.00	1,281,235.00	850,884.00	430,351.00	66%	144,809.00		
<b>Youth</b>									
*PY20 expires 6/22	66,805.00	601,241.00	668,046.00	636,175.00	31,871.00	95%	31,871.00	100%	
***PY21 expires 6/23	56,391.00	507,515.00	563,906.00	99,887.00	464,019.00	18%	230,427.00	59%	
	123,196.00	1,108,756.00	1,231,952.00	736,062.00	495,890.00	60%	262,298.00		
<b>Dislocated Worker</b>									
*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	606,400.00	43,534.00	93%	43,534.00	100%	
***PY21 expires 6/23	16,480.00	148,326.00	164,806.00	121,409.00	43,397.00	74%	39,872.00	98%	
****FY22 expires 6/23	62,700.00	564,304.00	627,004.00	0.00	627,004.00	0%	0.00	0%	
	160,303.00	1,442,743.00	1,603,046.00	889,111.00	713,935.00	55%	83,406.00		
****DWG expires 3/22	203,298.00	1,829,686.00	2,032,984.00	995,774.00	1,037,210.00	49%	N/A	N/A	
<b>Grand Total</b>	<b>614,920.00</b>	<b>5,534,297.00</b>	<b>6,149,217.00</b>	<b>3,471,831.00</b>	<b>2,677,386.00</b>		<b>490,513.00</b>		<b>0.00</b>

\*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 March 31, 2022



**WDB # 10**

**Monthly Employee count / Salary costs**

Employees	Monthly Budget		Dec-21		YTD Total	
	#	Gross	#	Gross	#	YTD
<b>Administration</b>						
Fulltime	3	\$16,570.56	4	21,070.56		108,423.36
Part time	2		1	481.15		8,943.43
NET	5	\$16,570.56	5	21,551.71		117,366.79
<b>St Tammany</b>						
Fulltime	12	\$41,933.24	13	46,352.40		259,821.34
Part time	2		0	0.00		6,013.50
State *	5		5			
NET	19	\$41,933.24	18	46,352.40		265,834.84
<b>St Bernard</b>						
Fulltime	3	\$8,963.66	3	9,306.94		49,810.31
Part time	0		0			0.00
State *	0					
NET	3	\$8,963.66	3	9,306.94		49,810.31
<b>Plaquemines</b>						
Fulltime	1	\$2,800.00				0.00
Parttime	0					0.00
State *	0					
NET	1	\$2,800.00	0	0.00		
<b>Totals</b>						
Fulltime	19	\$70,267.46		76,729.90		418,055.01
Parttime	4			481.15		14,956.93
State *	5					
NET	28	\$70,267.46	26	77,211.05		433,011.94

\* State employee not included in WIB budget. Administrative control by State

FIRST PLANNING DISTRICT WDB MEMBERSHIP

Revised February 2022

	Name	Title	Business/Organization	Area Represented	Email	Telephone #
<b>12</b>	<b>BUSINESS REPRESENTATIVES</b>					
1	Alan Thriffley, Chair	Public Relations Manager	Total Insurance Planning Services, Inc.	Financial Services	<a href="mailto:taxdrop@gmail.com">taxdrop@gmail.com</a>	504-957-1290
2	Chris Abadie	VP Commercial Brokerage	Stirling Properties	Real Estate	<a href="mailto:cabadie@stirlingprop.com">cabadie@stirlingprop.com</a>	985-246-3721
3	Mindy Nunez Airhart	CEO	Southern Services & Equipment	Manufacturing	<a href="mailto:mindy@sse-la.com">mindy@sse-la.com</a>	504-220-0819
4	Floyd Baker	HR Director	Associated Wholesale Grocers	Wholesale Distribution	<a href="mailto:fbaker@awginc.com">fbaker@awginc.com</a>	985-863-1500
5	Allison Zinskie	HR Director	Chalmette Refining, LLC	Manufacturing – Oil & Gas	<a href="mailto:allison.zinskie@pbfenergy.com">allison.zinskie@pbfenergy.com</a>	504-281-1921
6	Adriana Kriesen	AVP of HR	Ochsner Health System	Healthcare	<a href="mailto:akriesen@ochsner.org">akriesen@ochsner.org</a>	504-676-4671
7	David Kaufmann, Jr.	Vice-President	KB Kaufmann & Co., Inc.	Construction	<a href="mailto:davejr@kbkaufmann.com">davejr@kbkaufmann.com</a>	985-641-0190
8	Mark Pisani	HR Director	Associated Terminals, LLC	Transportation/Marine	<a href="mailto:mark@associatedterminals.com">mark@associatedterminals.com</a>	985-233-8514
9	Stephen Price	Owner/Client Manager	PD Consulting	Professional & Business Services	<a href="mailto:steve@pdconsulting.biz">steve@pdconsulting.biz</a>	985-201-3349
10	Michael Stedem	President/Owner	Hyundai of Slidell, Inc.	Retail	<a href="mailto:stedemford@msn.com">stedemford@msn.com</a>	985-641-0671
11	Michelle Hebert	HR Manager	Globalstar	IT	<a href="mailto:michelle.hebert@globalstar.com">michelle.hebert@globalstar.com</a>	985-335-1603
12	Lacey Dugas	VP of HR	Daybrook Fisheries	Manufacturing – Food	<a href="mailto:ldugas@daybrook.com">ldugas@daybrook.com</a>	504-561-6163
<b>5</b>	<b>UNION/APPRENTICESHIP/COMMUNITY-BASED ORGANIZATIONS</b>					
1	Ellis Bourque	Training Manager	Plumbers Steamfitters' Union #60	Apprenticeship	<a href="mailto:ebourque@local60.com">ebourque@local60.com</a>	504-885-8033
2	Stephanie Dupepe	Northshore Director	Catholic Charities-Archdiocese	Community Based Organization	<a href="mailto:sdupepe@ccano.org">sdupepe@ccano.org</a>	985-605-5847
3	Chiquita Lattimore	VP & Dir Northshore Cntr	United Way of Southeast LA	Community-Based Organization	<a href="mailto:chiquital@unitedwaysela.org">chiquital@unitedwaysela.org</a>	504-827-6881
4	Jerry Repka, II	Training Manager	Carpenters Training Fund of LA	Apprenticeship	<a href="mailto:jwrepka@carpenterstfla.org">jwrepka@carpenterstfla.org</a>	504-305-6525
5	Tim Bradbury	Business Manager	Boilermakers Local No. 37	Union	<a href="mailto:BM.IBBLodge.0037@boilermakers.org">BM.IBBLodge.0037@boilermakers.org</a>	985-847-9660
<b>2</b>	<b>EDUCATION/TRAINING</b>					
1	Dr. James Carlson	Vice-Chancellor of Strategic Initiatives	Northshore Technical Community College	Adult Education	<a href="mailto:jamescarlson@northshorecollege.edu">jamescarlson@northshorecollege.edu</a>	985-545-1233
2	Lenny Unbehagen	Executive Dean of Continuing Education	Nunez Community College	Post-Secondary Education	<a href="mailto:lunbehagen@nunez.edu">lunbehagen@nunez.edu</a>	504-439-0662
<b>4</b>	<b>GOVERNMENT/ECONOMIC DEVELOPMENT (PARTNER AGENCIES)</b>					
1	Charlene Bonck	Regional Manager	Louisiana Rehabilitation Services	Vocational Rehabilitation	<a href="mailto:cbonck@lwc.la.gov">cbonck@lwc.la.gov</a>	504-838-5180
2	Keith Espadron, Jr.	Executive Director	Plaquemines Economic Development	Economic Development	<a href="mailto:kespadron@ppgov.net">kespadron@ppgov.net</a>	504-934-6105
3	Rachel Mackey	Regional Manager	Louisiana Workforce Commission	Wagner Peyser	<a href="mailto:rmackey@lwc.la.gov">rmackey@lwc.la.gov</a>	985-645-3536
4	Zelia Williams	Workforce Dev Specialist	Dept. of Children and Family Services	TANF	<a href="mailto:zelia.williams.dcf@la.gov">zelia.williams.dcf@la.gov</a>	504-208-1567
	<b>BOARD STAFF</b>					
	Melissa Kirsch	Executive Director	Workforce Investment Board	Board Staff	<a href="mailto:mbkirsch@gmail.com">mbkirsch@gmail.com</a>	985-875-9275
	Jennifer Barnett	Workforce System Operator	GoTo Strategies	Center Leadership	<a href="mailto:jbarnett@triparishworks.net">jbarnett@triparishworks.net</a>	985-646-3941

\*Need to replace – Alison Zinskie

\*\* New Board members – Dave Kaufmann Jr. replacing Ron Newson / Chiquita Lattimore replacing Trish Craddock / Zelia Williams replacing Stacey Retzlaff

**BOARD MEETING PACKET**

**CONTENTS**

1. Meeting Notice/Agenda
2. Minutes from previous board meeting
3. Financial Reports
  - a. Expenditure Summary Report
  - b. Detail Expenditure Report
  - c. Fund Utilization Report
  - d. Monthly Staff Count Report
4. Program Dashboard Report
5. Committee Meeting Minutes
6. Executive Director Bi-Monthly Report
7. One-Stop Operator Bi-Monthly Report
8. Any documents pertaining to specific agenda items and/or requiring board approval

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**FIRST PLANNING DISTRICT**

**WORKFORCE DEVELOPMENT BOARD**

**EXECUTIVE DIRECTOR  
REPORT TO BOARD  
October thru December 2021**

The last quarter of 2021 was filled with multiple presentations, partner meetings, search for replacements for retiring staff, as well as recruitment of new board members for open positions. Time was also dedicated to multiple monitoring activities by the Louisiana Workforce Commission. This report outlines the many meetings and events that took place during this time period.

EVENT	WHO	PURPOSE	OUTCOME
Meeting 10/1	Louisiana Economic Development (S. Schowen)	Discuss Good Jobs Challenge grant opportunities across state	Regional mtgs to take place for more grant specific work
Meeting 10/4	Carpentry Apprenticeship Program (J. Repka) Plaquemines Prison Staff	Explore opportunities for WIOA funding of pre-apprenticeship training at prison	Need to research possible training options and requirements
Meeting 10/7	United Way (C. Lattimore)	Contract progress and concerns	New staff person will begin conducting workshops
Presentation 10/12	Louisiana Resiliency Taskforce Education & Workforce Subcabinet	Provide more detailed information on the inner workings of WIOA funding	Committee working to create a Funding Map for use by all agencies across state
Meeting 10/13	Future Works Advisory Board	Discuss improvements to National database for Workforce programs	Rollout of new site with major improvements prior to yr end
Meeting 10/13	St. Tammany Corp. (C. Massingil)	Discuss former Healthcare Alliance and potential for renewed focus	Utilize existing Healthcare CEO Collaboration to promote sector strategy development
Presentation 10/15	Louisiana Community & Technical College System	Highlight examples across LA of great partnerships with Boards	Increased collaboration between partners
Meeting 10/18	LWC and LCTCS	Develop joint policy guidance for mandated partners	Work in progress – continue to reinforce benefits to partners
Presentation 10/19	Louisiana Workforce Investment Council	Provide regular update on local Board activities	Increased awareness, recognition and support
Presentation 10/27	Northshore Community Foundation -Chevron Fellowship Project	Provide non-profits with details on Tri-Parish Works services and value of partnerships	Increased awareness of TPW in community
Meeting 10/29	Northshore Technical Community College	Inform Adult Ed instructors on Job's for America's Graduates Program	Intend to increase JAG enrollment and improve partner relationship
Meeting 10/29	One-Stop Operator (B. Moore)	Discuss upcoming partnership meeting agenda and recent individual partner meetings	Prepared for partner meeting and progress in partner awareness activity

EVENT	WHO	PURPOSE	OUTCOME
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## FIRST PLANNING DISTRICT

## WORKFORCE DEVELOPMENT BOARD

Meeting 11/19	Skillsline (on-line soft skills training software co.)	Learn about their product as compared to current software being utilized for youth participants	Consider procurement options to ensure quality youth services
Webinar 11/30	National Apprenticeship Council	Learn about apprenticeship training best practices within the healthcare industry	Increased knowledge for potential future apprenticeship opportunities
Meeting 12/3	Directors' Association Leadership (T. Mitchell, T. Roper, D. Bennett)	Plan next Association event including guest speakers	Create potential learning opportunities for all Board Directors in Louisiana
Meeting 12/6	Lafayette Economic Development (R. Lagrange)	Shared information regarding our customized training successes	Assisting another local area in expanding employer-based training opportunities
Meeting 12/9	One-Stop Operator (B. Moore)	Final preparations for Partner meeting, progress towards goals	Well prepared for meeting and creation of good next steps
Meeting 12/13	Workforce Systems Partners	Continued discussion on MOU focus, partner updates and detailed presentation from Community Action Agency	Continuation of necessary and beneficial partnership development
Meeting 12/13	Workforce Roundtable Partnership (J. Carlson, W. Wainwright, C. Massingil, F. Jabbia)	Ongoing partnership meeting to discuss hot topics, issues, and keep partners updated	Increased collaboration between partners
Meeting 12/13	CEO Healthcare Collaboration	Introduced to the group as the newest member – discussed sector strategy possibilities	Potential healthcare sector strategy initiative with major hospitals

### Upcoming activities:

- Planning Board retreat
- Looking for larger space for Administration office
- Bringing on staff person to replace current Program Liaison
- Continued training of new Fiscal Manager
- Initiating Hurricane Ida Disaster Grant
- Evaluating Covid Disaster Grant
- Monitoring training expenditures

**ONE STOP OPERATOR  
QUARTERLY REPORT TO BOARD  
October 2021 thru December 2021**

The fourth quarter of 2021 included several opportunities for the One Stop Operator to have meaningful engagement with the MOU partners in the local Tri-parish Area. The following report provides a snapshot of several key engagements that occurred, highlighting the purposes and outcomes of each:

EVENT	WHO	PURPOSE(S)	OUTCOME(S)
October'21 Strategic Planning Meeting	E.D., Tri-Parish-LWDB10; Director, Tri-Parish Works Career Centers	To discuss current state of local workforce partnerships, challenges, and opportunities and devise strategies to improve processes and successful outcomes of WIOA customers.	OSO given priorities of focus when engaging current local workforce partners and developing additional partnerships in LWDA10.
Targeted WIOA Partnership Meeting	Adult Education (Lacombe Campus), JAG, Tri-Parish Works	To address the critical need to improve partnership efforts to serve shared customers of Adult Ed, JAG and Tri-Parish Works; to hear from State-level JAG officials who shared experience with partnership between Adult Ed, BRCC, and JAG in East Baton Rouge Parish.	1. Creation of a JAG Advisory Group comprised of reps from Adult Ed, JAG, and Tri-parish Works; 2. Creation of recruitment/referral and shared resource recommendations to leadership of each partner agency represented on the advisory group; 3. Secured JAG/Tri-parish access to Adult Ed. students in the classroom setting; 4. Regular meetings of the advisory group for purposes of continuous improvement, customer updates, and advocacy for services needed.
Targeted WIOA Partnership Meeting	DCFS Leadership	To learn more about current workforce initiatives led by DCFS; discuss service coordination strategies to connect TANF recipients to local workforce services through Tri-parish Works	Identified need to create a customized training to train DCFS executive leadership, middle managers, and front-line staff on WIOA, local workforce systems, and DCFS' role in the process.
Review of existing MOU Agreement	Bryan Moore/OSO	To ensure current MOU complies with WIOA requirements in both form and content	It has been determined that the current MOUs are following federal rules and guidelines. Future updates to MOU will include strategic planning with MOU partners.
Meeting	Executive Director, Tri-parish LWDB10; OSO	Discuss upcoming partnership meeting agenda and provide updates on individual KMOU partner meetings	Prepared for MOU [partner meeting and progress awareness activity

EVENT	WHO	PURPOSE(S)	OUTCOME(S)
<p><b>November '21</b> 1:1 MOU Partner Meeting</p>	Adult Education, OSO	To candidly discuss all issues and concerns Lacombe's Adult Ed. Program has as a WIOA MOU partner in the Tri-parish Area, if any; To receive updates from Adult Ed. regarding outcomes from initial meeting of newly created JAG Advisory Group.	Adult Ed. is fully committed to working more closely with WIOA partners; Adult Ed. has granted greater access to students to improve coordination of workforce services that are available.
1:1 meeting with Tri-parish Works	Tri-parish Works Director, OSO	To get updates from Director on current services offered at the centers. Receive updates on any issues that need to be addressed by the OSO. Share OSO observations with Director. To strategize on ways to maximize services offered by State MOU partners.	Tri-parish Works Director provided OSO with invaluable insight on experiences with partners, enabling OSO to develop effective strategies to engage, and re-engage certain partners that can add value to local workforce system.
1:1 with St. Tammany Community Action Agency	St. Tammany CAA, OSO	To learn all existing program offered to eligible individuals and families; to secure a commitment from St. Tammany CAA to present to MOU partners at final Quarterly MOU Partners meeting to kick-off the Tri-parish MOU Partner Spotlight Series.	Learned about the current program services offered by the CAA in St. Tammany. Commitment from CAA to present at the December 2021 MOU Partner Meeting.
1:1 with Tri-parish LWDB's Executive Director	Executive Director-Tri-parish LWDB10; OSO	Discuss upcoming partnership meeting agenda and recent individual partner meetings	Prepared for partner meeting and progress in partner awareness activity
<p><b>December '21</b> 1:1 Meeting</p>	E.D., Tri-parish LWDB10; OSO	Final preparations for final MOU Partner Meeting, evaluate progress towards goals	Well prepared for meeting and Well-prepared for meeting; Creation of next steps as we close out CY '21.
Quarterly MOU Partner Meeting	Tri-parish LWDA10's MOU Partners	Workforce system updates; updates from MOU partners; detailed presentation from St. Tammany's Community Action Agency	Completed final quarterly MOU partners meetings for CY '21, First quarterly MOU Partner Spotlight.
Initial Workforce (WIOA) Training (remedial)	DCFS Workforce Coordinators	To educate newly hired workforce coordinators of the purpose and intent of WIOA; significance of local workforce systems; significance and requirements of WIOA MOU	Coordinators understand significance of partnering with local workforce development areas; coordinators understand they are critical in the referral/tracking of TANF participants receiving services via WIOA programs. Recognition that ongoing training of DCFS leadership and front-line staff is desperately needed.

Highlights of upcoming OSO Activities in first quarter of '22:

Continued 1:1 meeting with mandated MOU Partners

Engagement with additional partners

Site visits to partner agencies (COVID restrictions permitting) to assess quality of services provided

Strategic Planning sessions with E.D. and Tri-parish Center Director

Planning of future MOU Partner Meetings and MOU Partner Spotlights



**“BECOMING A PURPOSE DRIVEN BOARD”**

**RETREAT AGENDA**

**Wednesday, February 2<sup>nd</sup>, 2022**

**8:30am – 2:30pm**

**Northshore Technical Community College  
65556 Centerpoint Blvd., Lacombe, Louisiana**

- 8:30am Coffee and Networking
- 9:00 Welcome and Introductions  
Alan Thriffiley, Board Chairman
- 9:10 Review and Approval of Minutes from November 17, 2021 (Action Item)
- 9:15 Overview of updated Meeting Packet Format
- 9:25 Public Comment Period
- 9:30 Recap of Year – “We’ve Come a Long Way”  
Jennifer Barnett, Director of Planning & Operations
- 9:50 Goal of the Day – “Becoming a Purpose Driven Board”  
Facilitator – Josh Tatum, Director of Strategic Initiatives, GNO, Inc.  
Guest Presenter – Bob Lanter, Exec. Director for California Workforce Association  
Including exercise to identify strengths, opportunities and challenges
- 11:30 Determination of Purpose Driven (PD) Goals and 2022 Program Work for Committees
- 12:00pm Lunch – Facilitated exercise led by Dave Maziarz, Center Manager
- 1:00 Determination of Purpose Driven (PD) Goals and 2022 Program Work for Committees  
(Continuation)
- 1:30 PD Projects 2022 Next steps –  
Desired outcomes  
Timeline and parameters for complete analysis  
Brainstorm: Role of the Board, Workforce Development, Partners, Note existing resources
- 2:20 Closing Remarks, Chairman Alan Thriffiley