

“BECOMING A PURPOSE DRIVEN BOARD”

RETREAT AGENDA

Wednesday, February 2nd, 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 Review and Approval of Revision 1 to 2 Year Budget (Action Item)
- 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

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 |
|--|-------------------------------------|---------------------------------|---------------|------------------|---------------------|-------------------------------|----------------|-------------------------------------|
| Tri-Parish Centers - Program | | | | | | | | |
| 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 |
| Training/Support Subtotal | 1,240,839 | 870,661 | 70.17% | 370,178 | 480,696 | -110,518 | 108.91% | 325,000 |
| Dislocated Worker Disaster Grant – Temporary Jobs | | | | | | | | |
| 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 |
| DWG Temp Jobs Subtotal | 1,336,544 | 480,314 | 35.94% | 856,230 | 0 | 856,230 | 35.94% | 0 |
| Program Totals | 3,762,450 | 1,865,445 | 49.58% | 1,897,005 | 511,656 | 1,385,349 | 63% | 325,000 |
| 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 |
| Admin Total | 218,745 | 103,952 | 47.52% | 114,793 | 0 | 114,793 | 47.52% | 346,884 |
| GRAND TOTALS | 3,981,195 | 1,969,397 | 49.47% | 2,011,798 | 511,656 | 1,500,142 | 62.32% | 671,884 |

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 |
| GRAND TOTAL | \$ 4,087,450 | \$ 565,629 | \$ 4,653,079 |

| LINE ITEMS | ANNUAL BUDGET | | EXPENDITURES TO DATE | | BALANCE | |
|-----------------------------------|------------------------------|-------------------|----------------------|-------------------|---------------------|-------------------|
| | July 1, 2021 – June 30, 2022 | | DECEMBER 2021 | | | |
| | 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 | \$ - |
| SUBTOTAL | \$ 3,762,450 | \$ 218,745 | \$ 1,865,445 | \$ 103,952 | \$ 1,897,005 | \$ 114,793 |

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

**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 |
|--------------------------|-------------------|---------------------|---------------------|------------------------|---------------------|------------------|-------------------|-----------------|---------------------------------|
| 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 | 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 | | |
| Youth | | | | | | | | | |
| *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 | | |
| 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 | 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 | |
| Grand Total | 614,920.00 | 5,534,297.00 | 6,149,217.00 | 3,471,831.00 | 2,677,386.00 | | 490,513.00 | | 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 March 31, 2022

WDB # 10

Monthly Employee count / Salary costs

| Employees | Monthly Budget | | Dec-21 | | YTD Total | |
|-----------------------|----------------|-------------|--------|-----------|-----------|------------|
| | # | Gross | # | Gross | # | YTD |
| Administration | | | | | | |
| 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 |
| St Tammany | | | | | | |
| 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 |
| St Bernard | | | | | | |
| 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 |
| Plaquemines | | | | | | |
| Fulltime | 1 | \$2,800.00 | | | | 0.00 |
| Partime | 0 | | | | | 0.00 |
| State * | 0 | | | | | |
| NET | 1 | \$2,800.00 | 0 | 0.00 | | |
| Totals | | | | | | |
| Fulltime | 19 | \$70,267.46 | | 76,729.90 | | 418,055.01 |
| Partime | 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

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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**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 |
|------------------|---|---|---|
| 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. |

| EVENT | WHO | PURPOSE(S) | OUTCOME(S) |
|--|----------------------------------|--|---|
| November '21 1:1 MOU Partner Meeting | 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. |
| December '21 1:1 Meeting | 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 the significance of partnering with local workforce areas; coordinators understand they are critical in referral and 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 January '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