

**FIRST PLANNING DISTRICT**

**WORKFORCE DEVELOPMENT BOARD**

May 14, 2021

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, May 26th, 2021 at 8:30 a.m.** at St. Tammany Parish Government Complex, Building B, 3<sup>rd</sup> floor conference room, 21490 Koop Drive, Mandeville, Louisiana.

**AGENDA:**

1. Call to order..... Alan Thriffiley, Chairman
2. Welcome and Introductions.....Chairman Thriffiley (5 minutes)
3. Invocation.....Melissa Kirsch
4. Approval of March 24th, 2021 meeting minutes (action item).....Alan Thriffiley (5 minutes)
5. Comments from the Chairman.....Alan Thriffiley (5 minutes)
6. Review of Financial and Operation Reports through April 2021.....Melissa Kirsch (10 minutes)
7. Review and Approval of Budget Revision (current Fiscal Year) (action item)....Melissa Kirsch (10 minutes)
8. Review and Approval of updated Salary Schedule adding Director of Operations position (action item).....Alan Thriffiley (10 minutes)
9. Review and Approval of Contract Renewals for additional year (action item)....Melissa Kirsch (10 minutes)
  - a. United Way of Southeast Louisiana (youth workshops)
  - b. Bayou Web Design (outreach/marketing services)
10. Review and Approval of One-Stop Operator for new fiscal year (action item).....Melissa Kirsch (15 minutes)
11. Review and Approval of 4 Yr. Regional/Local Plan Modification (action item).....Melissa Kirsch (10 minutes)
12. Updates from One-Stop Operator.....Jennifer Barnett (10 minutes)
13. Other Business
14. Public Comment Period

*Alan Thriffiley*

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Alan Thriffiley, Chairman

WEDNESDAY, MARCH 24TH, 2021 – MINUTES OF THE MEETING OF THE FIRST PLANNING DISTRICT WDB, HELD AT 8:30am, using Zoom virtual technology due to the ongoing COVID-19 crisis. The meeting was held in compliance with an Emergency Resolution issued by Governor John Bel Edwards.

Members In attendance: Chris Abadie, Mindy Nunez Airhart, Floyd Baker, Charlene Bonck, Timothy Bradbury, Jim Carlson, Trish Craddock, Stephanie Dupepe, Lacey Dugas, Keith Espadron, Michelle Hebert, Adriana Kriesen, Rachel Mackey, Mark Pisani, Steve Price, Jerry Repka, II, Stacey Retzlaff, Mike Stedem, Alan Thriffiley, and Lenny Unbehagen. Additionally, in attendance were Camille Conway (LCTCS), Sheldon Perkins (CSRS), Sandy Heinz (LWC), Jennifer Barnett, and Melissa Kirsch.

1. **CALL TO ORDER:** The meeting was called to order at 8:30am and a quorum was declared.
2. **WELCOME AND INTRODUCTIONS:** Chairman Thriffiley thanked everyone for joining the meeting and introduced new board members Trish Craddock, Interim President for the St. Tammany Federation of Teachers and School Employees, Mr. Timothy Bradbury, Business Manager for the Boilermakers Local Union #37. Mrs. Lacey Dugas, VP of HR for Daybrook Fisheries, and Michelle Hebert, HR Director for Globalstar. He also asked the guests to introduce themselves: Sandy Heinz, LWC Industry Coordinator, Camille Conway, VP for Policy & Industry Partnerships for LCTCS, and Sheldon Perkins, Project Manager for CSRS.
3. **INVOCATION:** Ms. Kirsch gave the Invocation.
4. **SWEARING IN OF NEW BOARD MEMBERS:** At this time, the Chairman asked all new members to repeat after him as he read the oath of office for the new members. Once he concluded, he thanked the new board members for their commitment to the Workforce Board.
5. **APPROVAL OF MINUTES:** Chairman Thriffiley presented the Minutes from the January 27<sup>th</sup>, 2021 board meeting. A motion was made by Mr. Unbehagen, seconded by Mr. Price to accept the minutes as presented. A vote was taken, motion passed unanimously. No abstentions noted.
6. **COMMENTS FROM THE CHAIRMAN:** Chairman Thriffiley did not have any comments.
7. **PRESENTATION ON LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM "REBOOT" INITIATIVE:** Ms. Camille Conway was introduced to provide a brief presentation on the most current LCTCS initiative known as "REBOOT Your Skills". Ms. Conway shared with the board members that this initiative was started due to the Covid pandemic and \$10 million was made available to LCTCS. She explained through Powerpoint slides that they are focusing on short term training activities (12 weeks or less) that are in high wage/high growth

industry sectors such as healthcare, IT, transportation and logistics, and construction. The goal is to provide 5,000 credentials and they have dedicated \$1,500 maximum reimbursement per credential attained to the community and technical colleges providing the training. A few questions were asked and answered. It was also shared that our local Centers have been promoting these classes and are utilizing WIOA funds to leverage against the Reboot funding. The Chairman thanked Ms. Conway for her excellent and informative presentation.

Mr. Unbehagen asked if he could make mention another opportunity for industry partners which is the Incumbent Worker Training Program. This program can help employers upskill their current workforce for promotion and thereby create opening in entry level positions. Chairman Thriffiley thanked Mr. Unbehagen for his comments and asked if he could give a brief presentation on the IWTP program at our next board meeting. Mr. Unbehagen agreed.

8. **PRESENTATION ON DISASTER DISLOCATED WORKER GRANT THIRD PARTY EMPLOYER OF RECORD – CSRS:** Chairman Thriffiley asked Ms. Kirsch to introduce the next guest, Mr. Sheldon Perkins, Project Manager for CSRS. Ms. Kirsch shared that CSRS had entered into a contract with LWC to be a third-party employer of record under the Disaster Dislocated Worker Grant Temporary Jobs Program. She indicated her excitement in having the ability to utilize CSRS to handle the payroll of these program participants. Mr. Perkins explained some of the parameters under the grant in that eligible individuals are those who lost their job due to the Covid pandemic. The temporary jobs were positions providing humanitarian efforts in response to the pandemic, such as disinfectant techs, temperature takers, etc. Mr. Perkins added that they were working on signing an MOU between CSRS and the local areas to link each board to their contract with the state. A few questions were asked and answered. The Chairman thanked Mr. Perkins for providing the update on this initiative.
9. **REVIEW OF EXPENDITURE AND OPERATION REPORTS THROUGH FEBRUARY 2021:** Ms. Kirsch presented the reports to the board indicating spending was going well, especially with training expenditures at 52% and 71% when including obligations. She also reviewed the Fund Utilization Report which indicates no funding is currently at-risk of recapture. This is based on expending all of the current obligations. Ms. Kirsch reviewed participant enrollment levels and as well as business engagement statistics. Concerns remained with the low level of participant enrollment in Plaquemines and St. Bernard, but she assured the members that plans were in place to diligently work to increase the numbers. She also updated the members on the unemployment insurance rate and Ms. Barnett discussed the most current data on the top job listings within the tri-parish area. Ms. Barnett pointed out that the job listings over the last few months had increased significantly since the last time we had reported on this activity. She feels this is a very good sign that businesses are opening and resuming operations.

10. UPDATE AND DISCUSSION ON CURRENT INITIATIVES: Ms. Kirsch was recognized to provided the following updates:

- the Disaster grant was going well as 40 temporary workers were on the job assisting with Covid related humanitarian efforts. Based on the information shared earlier in the meeting, staff would be working with CSRS to transfer these current participants to CSRS's payroll. At this time, Mr. Price asked if it was necessary for the board to approve the change being made for the DDWG program. Discussion ensued and it was decided that the board should grant approval. Mr. Stedem made a motion, seconded by Mr. price to approve the transfer of employer of record for the DDWG temp job program from First Planning District to CSRS, based on the terms of the LWC/CSRS agreement and with a signed MOU in place between FPD and CSRS. A vote was taken and the motion passed unanimously with no abstentions.
- the due date for receiving proposals under the One-Stop Operator services procurement is April 9<sup>th</sup>. Have already received three letters of intent to propose which is very promising
- Ms. Kirsch recently gave another presentation to the Louisiana Workforce Investment Council on behalf of all Board Directors and the status of Career Centers due to the pandemic
- the Community Development Committee is currently looking at a new virtual platform for making referrals and connecting clients to other partner agencies. It is called Unite Louisiana and seems very promising and effective.

11. UPDATES FROM ONE-STOP OPERATOR: Ms. Barnett was recognized to give an update and she shared the following:

- In lieu of large job fair events, staff have been providing individual employer hiring events which have been very effective and successful
- In the process of scheduling and planning summer and fall job fairs across all three parishes
- Exploring "Drive-Thru" Job fairs as another potential activity
- Considering an increase in the minimum hourly wage rate for an On-the-Job Training (OJT) contract, from \$12 to possibly \$13 or \$14 an hour. Chairman Thriffley asked if the Board would need to approve that change and it was determined after some discussion that this would be officially brought before the full board at a future board meeting
- Lastly, the Slidell Center is being reconfigured in preparation for opening back up to the public. This involves moving computer stations in the resource area to be more spread out, as well as ensuring proper protocols can be in place for social distancing.

12. OTHER BUSINESS: The Chairman asked if there was any other business to discuss. Ms. Airhart shared that her company was now supporting the work experience program by serving as a worksite. The experience has been really great thus far, and she plans to hire the participant placed at her sight.

Ms. Kirsch reminded the board members that Personal Financial Disclosures are due to the Ethics Commission by no later than May 15<sup>th</sup> and she encouraged everyone to get their document submitted as soon as possible so she could verify it was received.

13. PUBLIC COMMENT PERIOD: No comments were received. There being no further business the meeting was adjourned at 10:01 am.



FPD WDB EXPENDITURES TO BUDGET REPORT

Through APRIL 30, 2021

Budget Line Items	ANNUAL BUDGET July 2020 – June 2021	EXPENDITURES THROUGH 4/30/2021	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% w/ OBS	RESERVE FOR FUTURE YEAR 7/21 – 6/22
<b>Tri-Parish Centers - Program</b>								
Staff Salaries/Fringe	849,201	642,398	75.65%	206,803	0	206,803	75.65%	231,000
Operating Costs	264,359	162,043	61.30%	102,316	50,902	51,414	80.55%	42,100
<b>Training &amp; Support for Clients</b>								
Plaquemines	201,306	34,934	17.35%	166,372	3,383	162,989	19.03%	89,000
St. Bernard	416,837	113,775	27.29%	303,062	52,858	250,204	39.98%	165,000
St. Tammany	912,821	888,169	97.30%	24,652	210,578	-185,926	120.37%	216,755
St. Tammany Corp CEA	15,000	12,500	83.33%	2,500	2,500	0	100.00%	1,250
Other Misc. Program Inc.	5,150	5,150	100.00%	0				
<b>Training/Support Subtotal</b>	<b>1,551,114</b>	<b>1,054,528</b>	<b>67.99%</b>	<b>496,586</b>	<b>269,319</b>	<b>227,267</b>	<b>85.35%</b>	<b>472,005</b>
<b>Dislocated Worker Disaster Grant – Temporary Jobs</b>								
Plaquemines	100,044	0	0	100,044	0	100,044	0.00%	0
St. Bernard	873,937	191,569	21.92%	682,368	0	682,368	21.92%	0
St. Tammany	855,705	113,662	13.28%	742,043	0	742,043	13.28%	0
<b>DWG Temp Jobs Subtotal</b>	<b>1,829,686</b>	<b>305,231</b>	<b>16.68%</b>	<b>1,524,455</b>	<b>0</b>	<b>1,524,455</b>	<b>16.68%</b>	<b>0</b>
<b>Program Total</b>	<b>4,494,360</b>	<b>2,164,200</b>	<b>48.15%</b>	<b>2,330,160</b>	<b>320,221</b>	<b>2,009,939</b>	<b>55%</b>	<b>745,105</b>
<b>Administration Office</b>								
Staff Salaries/Fringe	273,079	191,586	70.16%	81,493	0	81,493		262,879
Operating Costs	40,255	19,403	48.20%	20,852	0	20,852		38,099
<b>Admin Total</b>	<b>313,334</b>	<b>210,989</b>	<b>67.34%</b>	<b>102,345</b>	<b>0</b>	<b>102,345</b>	<b>67.34%</b>	<b>300,978</b>
<b>GRAND TOTALS</b>	<b>4,807,694</b>	<b>2,375,189</b>	<b>49.40%</b>	<b>2,432,505</b>	<b>320,221</b>	<b>2,112,284</b>	<b>56.06%</b>	<b>1,046,083</b>



**FIRST PLANNING DISTRICT**

**TWO-YEAR BUDGET  
JULY 1, 2020 THROUGH JUNE 30, 2022**

Total Funds available through June 2022	PROGRAM	ADMINISTRATIVE	TOTAL
Total Carryover Funds	\$ 1,437,974	\$ 194,302	\$ 1,632,276
New Allocation 2020/22	\$ 1,950,405	\$ 216,712	\$ 2,167,117
St. Tammany Corp CEA	\$ 15,000	\$ -	\$ 15,000
Other Misc. Program Income	\$ -	\$ -	\$ -
Disaster Dislocated Worker Grant	\$ 1,829,686	\$ 203,298	\$ 2,032,984
<b>GRAND TOTAL</b>	<b>\$ 5,233,065</b>	<b>\$ 614,312</b>	<b>\$ 5,847,377</b>

LINE ITEMS	ANNUAL BUDGET July 1, 2020 – June 30, 2021		EXPENDITURES TO DATE APRIL 2021		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
	Staff Salaries/Fringe Benefits	\$ 849,201	\$ 273,079	\$ 642,398	\$ 191,586	\$ 206,803
System Operator	\$ 107,790		\$ 87,552		\$ 20,238	\$ -
Travel/Mileage	\$ 1,176	\$ 800	\$ 95	\$ 144	\$ 1,081	\$ 656
Conference/Meetings	\$ 1,349	\$ 2,500		\$ 230	\$ 1,349	\$ 2,270
Unemployment Insurance	\$ 5,000				\$ 5,000	\$ -
Accounting Services	\$ -	\$ 5,050		\$ 4,569	\$ -	\$ 481
Supplies	\$ 9,400	\$ 3,300	\$ 6,855	\$ 1,567	\$ 2,545	\$ 1,733
Furniture/Equipment	\$ 9,000	\$ 7,000	\$ 12,174	\$ (1,385)	\$ (3,174)	\$ 8,385
Rent	\$ 15,000	\$ 4,800	\$ 14,047	\$ 4,102	\$ 953	\$ 698
Repairs/Maintenance	\$ 3,850	\$ 1,500	\$ 1,579	\$ 1,854	\$ 2,271	\$ (354)
Telephone/Internet	\$ 9,670	\$ 4,780	\$ 9,254	\$ 2,848	\$ 416	\$ 1,932
Insurance (GL/Cobra/Surety Bond)	\$ 1,000	\$ 675	\$ 986	\$ 865	\$ 14	\$ (190)
Licensing Fees/Assessments	\$ 2,539	\$ 700	\$ 2,495		\$ 44	\$ 700
Postage	\$ 274	\$ 800		\$ 711	\$ 274	\$ 89
Advertisement	\$ 561	\$ 1,500		\$ 1,107	\$ 561	\$ 393
Outreach	\$ 80,000	\$ 200	\$ 13,699		\$ 66,301	\$ 200
Professional Development – Staff	\$ 2,850	\$ 500	\$ 4,645		\$ (1,795)	\$ 500
Professional Dues	\$ 6,000	\$ 2,500	\$ 381	\$ 375	\$ 5,619	\$ 2,125
Auto (Gas/Maint/Insurance)	\$ 8,900	\$ 3,650	\$ 8,281	\$ 2,416	\$ 619	\$ 1,234
Training & Support - Participants	\$ 1,530,964		\$ 1,036,878		\$ 494,086	\$ -
St. Tammany Corp CEA	\$ 15,000		\$ 12,500		\$ 2,500	\$ -
Misc. Program Income	\$ 5,150		\$ 5,150		\$ -	\$ -
Disaster Temporary Jobs	\$ 1,829,686		\$ 305,231		\$ 1,524,455	\$ -
<b>SUBTOTAL</b>	<b>\$ 4,494,360</b>	<b>\$ 313,334</b>	<b>\$ 2,164,200</b>	<b>\$ 210,989</b>	<b>\$ 2,330,160</b>	<b>\$ 102,345</b>

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

Month ending APR 30, 2021

	Admin	Program	Total Allocation	Expended thru 4-30-21	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/21
<b>Adult</b>									
*PY19 expires 6/21	10,198.00	91,791.00	101,989.00	101,989.00	0.00	100%			0
**FY 20 expires 6/21	54,371.00	489,342.00	543,713.00	543,713.00	0.00	100%		100%	0
***PY20 expires 6/22	11,556.00	104,003.00	115,559.00	104,525.00	11,034.00	90%	0.00	90%	
****FY21 expires 6/22	57,664.00	518,979.00	576,643.00	66,446.00	510,197.00	12%	129,537.00	34%	
	133,789.00	1,204,115.00	1,337,904.00	816,673.00	521,231.00	61%			
<b>Youth</b>									
*PY19 expires 6/21	61,253.00	551,281.00	612,534.00	612,534.00	0.00	100%	0.00	100%	0
***PY20 expires 6/22	66,805.00	601,241.00	668,046.00	2,520.00	665,526.00	0%	116,551.00	18%	
	128,058.00	1,152,522.00	1,280,580.00	615,054.00	665,526.00	48%			
<b>Disl Wk</b>									
*PY19 expires 6/21	15,923.00	143,310.00	159,233.00	159,233.00	0.00	100%		100%	0
**FY20 expires 6/21	67,502.00	607,522.00	675,024.00	675,024.00	0.00	100%		100%	0
***PY20 expires 6/22	16,130.00	145,172.00	161,302.00	145,580.00	15,722.00	90%	0.00	90%	
****FY21 expires 6/22	64,557.00	581,010.00	645,567.00	84,112.00	561,455.00	13%	108,471.00	30%	
	164,112.00	1,477,014.00	1,641,126.00	1,063,949.00	577,177.00	65%			
*****DWG expires 3/22	203,298.00	1,829,686.00	2,032,984.00	323,335.00	1,709,649.00	16%		16%	
<b>Grand Total</b>	<b>629,257.00</b>	<b>5,663,337.00</b>	<b>6,292,594.00</b>	<b>2,819,011.00</b>	<b>3,473,583.00</b>		<b>354,559.00</b>		<b>0.00</b>

\*PY19 - Program Year 2019 - Funds available July 1, 2019, expires on June 30, 2021  
 \*\*FY20 - Fiscal Year 2020 - Funds available October 1, 2019, expires on June 30, 2021  
 \*\*\*PY20 - Program Year 2020 - Funds available July 1, 2020, expires on June 30, 2022  
 \*\*\*\*FY 21 - Fiscal Year 2021 - Funds available October 1, 2020, expires on June 30, 2022  
 \*\*\*\*\* DWG - Dislocated Worker Emergency Grant - Funds available July 1, 2020, expires on March 31, 2022



WIB # 10

Monthly Employee count / cost all locations

Employees	Monthly Budget		Jul-20		Aug-20		Sep-20		Oct-20		Nov-20		Dec-20		Jan-21		Feb-21		Mar-21		Apr-21		May-21		Jun-21			
	#	Gross	#	Gross	#	Gross	#	Gross	#	Gross	#	Gross	#	Gross	#	Gross	#	Gross	#	Gross	#	Gross	#	Gross	#	Gross		
<b>Administration</b>																												
Fulltime	3	\$16,570.56	3	15,696.56	3	15,996.56	3	16,283.56	3	16,618.56	3	16,570.56	3	16,570.56	3	16,570.56	3	16,570.56	3	16,570.56	3	16,570.56	3	16,570.56				
Part time	2		2	2,594.24	2	1,390.00	1	1,176.13	1	1,122.67	1	948.92	2	1,750.88	2	1,570.45	1	1,069.21	1	1,109.30	2	1,595.25						
NET	5	\$16,570.56	5	18,290.80	5	17,386.56	4	17,459.69	4	17,741.23	4	17,519.48	5	18,321.44	5	18,141.01	4	17,639.77	4	17,679.86	5	18,165.81						
<b>St Tammany</b>																												
Fulltime	10	\$32,139.42	11	30,449.96	10	33,483.28	11	36,122.80	11	34,542.12	10	33,516.60	10	33,516.60	10	32,493.83	10	32,516.58	11	36,183.24	11	35,978.71						
Part time	5		4	5,054.00	3	2,733.00	1	1,086.75	2	5,433.32	2	1,344.00	1	896.00	0	0.00	1	438.00	2	896.00	2	1,222.00						
State *	5		5		5		5		5		5		5		5		5		5									
Partner Reimburse																												
NET	20	\$32,139.42	20	35,503.96	18	36,216.28	17	37,209.55	18	39,975.44	17	34,860.60	16	34,412.60	15	32,493.83	16	32,954.58	18	37,079.24	18	37,200.71						
<b>St Bernard</b>																												
Fulltime	4	\$12,016.64	4	9,066.66	4	10,861.42	4	12,016.64	4	12,016.64	4	12,016.64	4	12,016.64	4	12,016.64	4	11,799.98	4	12,234.36	3	8,966.66						
Part time	0		0																									
State *	0		0		0		0		0		0		0		0		0		0									
NET	4	\$12,016.64	4	9,066.66	4	10,861.42	4	12,016.64	4	12,016.64	4	12,016.64	4	12,016.64	4	12,016.64	4	11,799.98	4	12,234.36	3	8,966.66						
<b>Plaquemines</b>																												
Fulltime	1	\$2,716.66	1	2,500.00	1	2,716.66	1	2,716.66	1	2,716.66	1	2,716.66	1	2,716.66	1	2,716.66	1	2,716.66	1	2,716.66	1	2,716.66						
Partime	0		0		0		0		0		0		0		0		0		0									
State *	0		0																									
NET	1	\$2,716.66	1	2,500.00	1	2,716.66	1	2,716.66	1	2,716.66	1	2,716.66	1	2,716.66	1	2,716.66	1	2,716.66	1	2,716.66	1	2,716.66						
<b>Totals</b>																												
Fulltime	18	\$63,443.28		57,713.18		63,057.92		67,139.66		65,893.98		64,820.46		64,820.46		63,797.69		63,603.78		67,704.82		64,232.59						
Partime	7			7,648.24		4,123.00		2,262.88		6,555.99		2,292.92		2,646.88		1,570.45		1,507.21		2,005.30		2,817.25						
State *	5		5		5		5		5		5		5		5		5		5									
Partner Reimbursement																												
NET	30	\$63,443.28	30	65,361.42	28	67,180.92	26	69,402.54	27	72,449.97	26	67,113.38	26	67,467.34	25	65,368.14	25	65,110.99	27	69,710.12	27	67,049.84	0		0		0	0.00

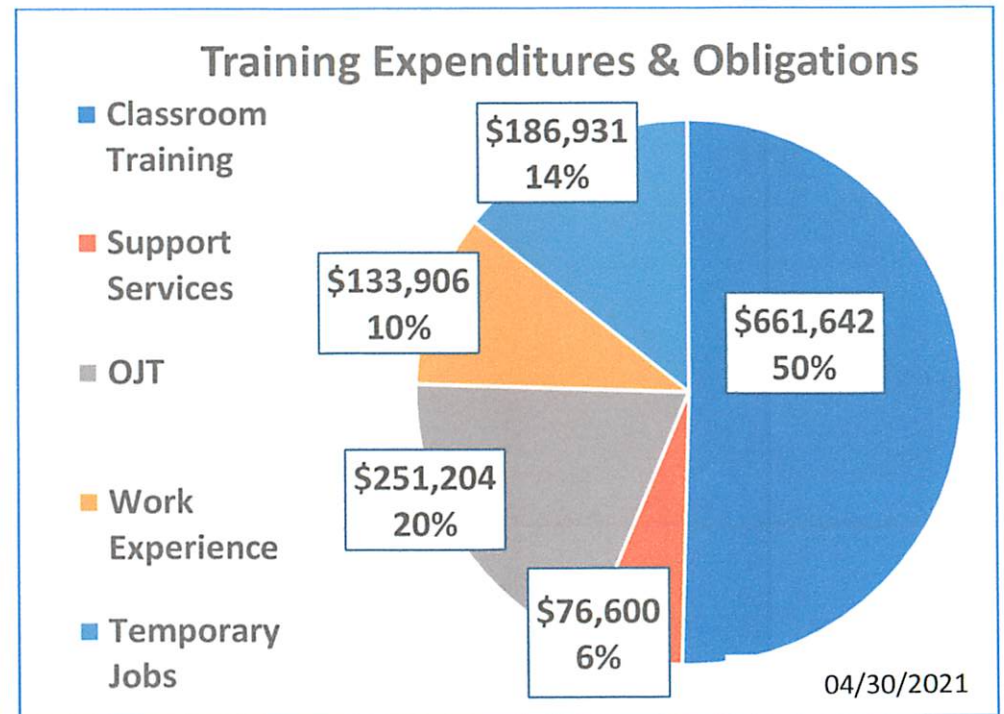
\* State employee not included in WIB budget. Administrative control by State



## DASHBOARD REPORT for PROGRAM YEAR 20/21 APRIL 2021

JOB SEEKER/PARTICIPANT SERVICES Through 4/30/2021					EMPLOYER SERVICES Through 4/30/2021				
	Center Foot Traffic YTD	Total # New Participants Mar – Apr 21	Total # Participants YTD	Total # in Training YTD	# New Employers Mar - Apr 21	# New Employers YTD	# New OJT Contracts YTD	# OJT Participants YTD	# of Successful OJT Completers YTD
ST. TAMMANY	2624	26	373	241	56	240	26	50	18
ST. BERNARD / PLAQUEMINES	461 (403/58)	21	139	69	11	34	2	0	0

EMPLOYER CONSULTATIONS & CUSTOMIZED SERVICES 3/1/2021 TO 4/28/2021	
<i>*bold denotes new/renewed Training Contract</i>	
ST. TAMMANY	Airgas, All-Star Maid Service, Applebees, Arcosa, Big Easy Confections, <b>BIM Solutions</b> , <b>CDIT</b> , <b>Creole Bagelry</b> , Dana SAC, <b>East Gause Tire &amp; Automotive</b> , East St. Tammany Habitat, Globalstar, Grass Master, Great American Cookie, inFRONT, <b>In-Telecom Consulting</b> , <b>Northlake Moving &amp; Storage</b> , Patriot Government Services, <b>PF Spam</b> , Reliant On-Call Transportation, Resource Bank, <b>Rotolo</b> , Sunbelt Rentals, The Blue Crab, <b>Thomas Pump</b> , Woodward Design+ Build
ST. BERNARD / PLAQUEMINES	Domino Sugar, Coca Cola, <b>Chester Electric</b> , <b>Daybrook Fisheries</b> <i>(Transition period – change of staffing)</i>



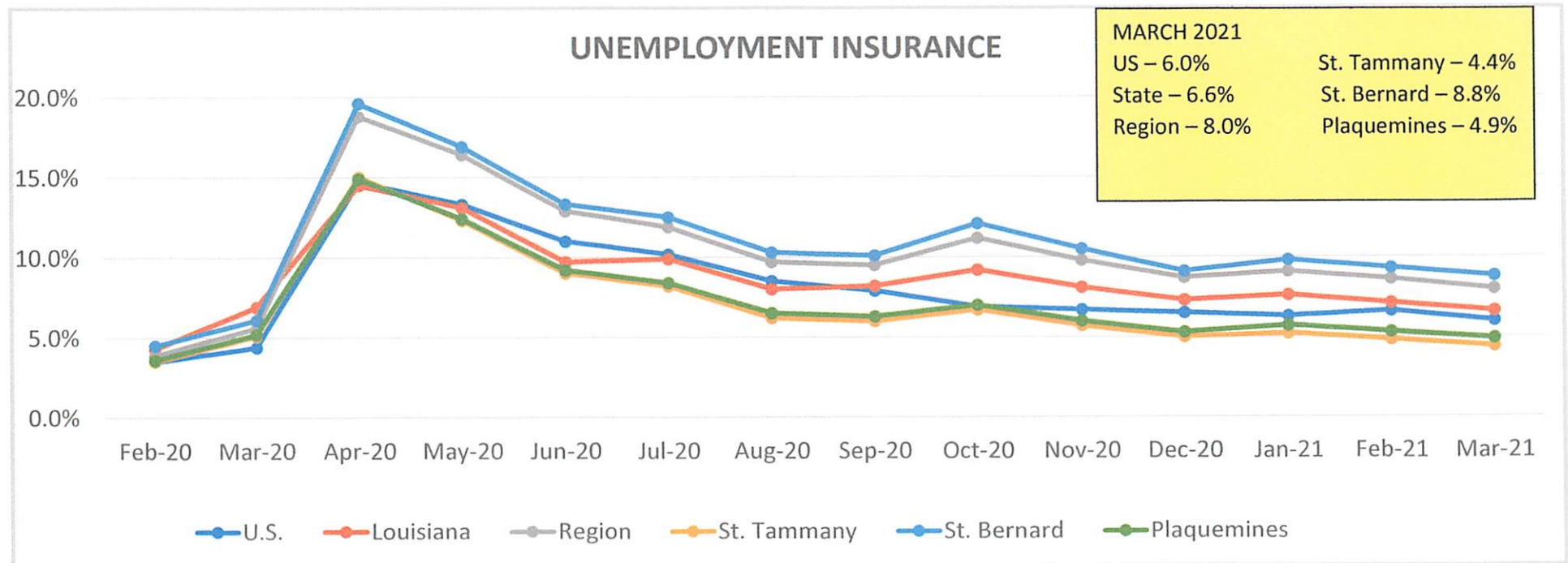
**Hiring Events Held: Mar/Apr:** Domino Sugar, Great American Cookie Co, Rotolo, Applebee's  
**May/June:** Targeted Job Fair for Public Sector and Hospitality (6/4) at Slidell Auditorium, Blue Crab (5/21)



Most Recent Federal Performance Measures\*: 3rd Quarter of PY 20 ending 03/31/21

Performance Measures	Adult		Dislocated Worker		Youth	
	Negotiated Range	Actual	Negotiated Range	Actual	Negotiated Range	Actual
Employed 2 <sup>nd</sup> Qtr After Exit	60.3% - 67.0%	68.1%	60.3% - 67.0%	66.2%	63.0% - 70.0%	58.5%
Employed 4 <sup>th</sup> Qtr After Exit	60.3% - 67.0%	69.0%	61.2% - 68.0%	69.3%	64.8% - 72.0%	66.7%
Median Earnings (Quarterly)	\$5,580 - \$6,200	\$6,276	\$6,840 - \$7,600	\$5,980	\$2,610 - \$2,900	\$2,459
Earned Credential	70.2% - 78.0%	89.2%	70.2% - 78.0%	89.5%	52.2% - 58.0%	57.9%
Skills Gained During Training	55.8% - 62.0%	81.6%	62.1% - 69.0%	81.2%	40.5% - 45.0%	68.3%

Green Exceeds range | White within range | Red below range |





TOP TEN JOB LISTINGS BY OCCUPATION – March 2021 through April 2021

ST. TAMMANY			ST. BERNARD			PLAQUEMINES		
Occupation Grp (4-digit)	# of Employers	# of Postings	Occupation Grp (4-digit)	# of Employers	# of Postings	Occupation Grp (4-digit)	# of Employers	# of Postings
Driver/Sales and Truck Drivers	111	399	Driver/Sales and Truck Drivers	44	125	Driver/Sales and Truck Drivers	37	144
Supervisors – Sales Workers	94	396	Supervisors – Sales Workers	22	66	Supervisors – Sales Workers	6	43
Retail Sales	113	321	Retail Sales	22	45	Retail Sales	6	15
RN’s	70	298	Supervisors – Food Prep Workers	12	23	Passenger Vehicle Drivers	3	14
Customer Service Reps	85	195	RN’s	7	23	Customer Services Reps	7	14
Supervisors – Food Prep Workers	45	126	Fast Food Counter Workers	14	21	Post-Secondary Teachers	2	12
Laborers/Material Movers	55	119	Customer Service Reps	13	19	Designers	7	11
Supervisor – Admin Support	79	97	Laborers/Material Movers	9	18	Industrial Engineers	8	11
Admin Assistants	67	87	Post-Secondary Teachers	4	18	Supervisors – Food Prep Workers	7	10
Cooks	38	84	Physicians	3	13	Supervisors - Production	5	8

Notes: Overall DECREASE of top jobs by 34% or 1,450 fewer job openings\*

- St. Tammany decreased 31.0% unique job openings in top jobs from 3,077 to 2,122
- St. Bernard decreased 43.3% unique job openings in top jobs from 655 to 371
- Plaquemines decreased 42.7% unique job openings in top jobs from 493 to 282

\*Compares job listings from Jan – Feb 2021 and Mar – Apr 2021



TWO-YEAR BUDGET  
JULY 1, 2020 THROUGH JUNE 30, 2022

REVISION #2  
26-May-21

Total Funds available through June 2022	PROGRAM	ADMINISTRATION	TOTAL
Total Carryover Funds	\$ 1,437,974	\$ 194,302	\$ 1,632,276
New Allocation 2020/22	\$ 1,950,405	\$ 216,712	\$ 2,167,117
St. Tammany Corp CEA	\$ 15,000	\$ -	\$ 15,000
Other Misc. Program Income	\$ 5,150		\$ 5,150
Disaster Dislocated Worker Grant	\$ 1,829,686	\$ 203,298	\$ 2,032,984
<b>GRAND TOTAL</b>	<b>\$ 5,238,215</b>	<b>\$ 614,312</b>	<b>\$ 5,852,527</b>

LINE ITEMS	ANNUAL BUDGET		CHANGE		RESERVE		CHANGE		ALL YEARS GRAND TOTALS
	July 1, 2020 – June 30, 2021				July 1, 2021 – June 30, 2022				
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	
Staff Salaries/Fringe Benefits	\$849,201	\$273,079			\$231,000	\$262,879			\$1,616,159
System Operator	107,790				20,000				\$127,790
Travel/Mileage	1,176	800				800			\$2,776
Conference/Meetings	1,349	2,500		-1,963		2,500			\$4,386
Unemployment Insurance	5,000								\$5,000
Accounting Services	0	5,050				5,050			\$10,100
Supplies	9,400	3,300			2,400	3,300			\$18,400
Furniture/Equipment	9,000	7,000	5,343			3,000			\$24,343
Rent	15,000	4,800	1,999		4,000	6,000			\$31,799
Repairs/Maintenance	3,850	1,500		654		1,500			\$7,504
Telephone/Internet	9,670	4,780	1,420		2,500	5,424			\$23,794
Insurance (GL/Cobra/Surety Bond)	1,000	675		200	1,000	675			\$3,550
Licensing Fees/Assessments	2,539	700				700			\$3,939
Postage	274	800		502		800			\$2,376
Advertisement	561	1,500		607		1,500			\$4,168
Outreach	80,000	200	(11,057)		10,000	200			\$79,343
Professional Development – Staff	2,850	500	2,295			500			\$6,145
Professional Dues	6,000	2,500				2,500			\$11,000
Auto (Gas/Maint/Insurance)	8,900	3,650			2,200	3,650			\$18,400
Training & Support - Participants	1,530,964				470,755				\$2,001,719
St. Tammany Corp CEA	15,000				1250				\$16,250
Misc. Program Income	5,150								\$5,150
Disaster Temporary Jobs	1,829,686								\$1,829,686
<b>SUBTOTAL</b>	<b>\$4,494,360</b>	<b>\$313,334</b>	<b>\$0</b>	<b>\$0</b>	<b>\$745,105</b>	<b>\$300,978</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,853,777</b>

Submitted By:



Melissa Kirsch, WDB Executive Director

Approved by the Workforce Development Board on \_\_\_\_\_

Alan Thriffiley, Chairman

FIRST PLANNING DISTRICT  
SALARY SCHEDULE

POSITION		SALARY
Workforce Board Executive Director	\$65,000 - \$75,000	\$75,000
<b>Director of Planning &amp; Operations</b>	<b>\$60,000 - \$70,000</b>	<b>\$67,500</b>
Fiscal Manager	\$54,000 - \$64,000	\$63,000
Program Liaison	\$45,000 - \$60,000	\$59,000
Center Services Coordinator (Comprehensive Center)	\$45,000 - \$55,000	\$48,000
Center Services Coordinator (Satellite Center)	\$40,000 - \$50,000	\$42,000
Director of Business Services	\$52,000 - \$64,000	\$63,000
Business Services Representative (BSR)	\$42,000 - \$52,000	\$45,600
Career Specialist 2	\$34,000 - \$44,000	
1. St. Tammany - Youth Lead		\$38,600
2. St. Tammany		\$35,000
3. St. Tammany		\$36,100
4. St. Tammany		\$34,600
5. St. Tammany		\$34,100
6. St. Bernard		\$35,000
Career Specialist 1	\$32,000 - \$42,000	
1. St. Tammany		\$33,600
2. St. Tammany Youth		\$32,600
3. St. Bernard		\$33,600
4. Plaquemines		\$32,600
Career Specialist – Part-Time	\$15 – \$20 an hour	\$13.50 an hour
Receptionist (part-time)	\$12 - \$16 an hour	\$13 an hour
Monitor – Part-Time	\$22 - \$27 an hour	\$26.73 an hour
DWG Project Coordinator (Temporary) x 2		\$34,000



**CONTRACT RENEWALS  
REQUEST FOR APPROVAL**

**May 26, 2021 Board Meeting  
Agenda Item #9**

**RECOMMENDED ACTION:**

Approve the renewal of the following Contracts:

**United Way of Southeast Louisiana**

Contract description:

United Way staff will provide the following services to a maximum of one-hundred and twenty (120) WIOA eligible individuals over an eighteen (18) month time period at a cost of \$2,083 per participant: intensive “boot-camp” style workshops (8 days over two weeks) which will include career readiness and financial literacy topics, as well as career and personal life skills counseling, mentoring, job coaching, case management and follow-up for a year with each participant.

- Request to extend the ending date from June 30, 2020 to June 30, 2021
- No additional funding needed due to the interruption of the original contract because of the Covid pandemic

Total contract value: \$ 249,960

Total expended: \$ 36,973

**Bayou Web Design**

Contract description:

The development and execution of general and event-specific outreach strategies and promotions for the Tri-Parish Works Centers, including: website re-design, creation of print materials and social and electronic media, etc.

- Request to extend the ending date from July 12, 2020 to June 30, 2021
- No additional funding needed due to the interruption of the original contract because of the Covid pandemic

Total contract value: \$ 48,000

Total expended: \$ 10,000

**ONE-STOP OPERATOR SELECTION  
For  
NEW FISCAL YEAR**

**May 26th, 2021 Board Meeting  
Agenda Item #10**

**RECOMMENDED ACTION:**

1. Approve the awarding of a contract for One-Stop Operator services effective July 1, 2021 to Castle of Dreams, LLC based on a successful contract negotiation and subsequent concurrence by President Mike Cooper, Chief Elected Official to the Workforce Board

**BACKGROUND INFORMATION:**

- WIOA requires local boards to utilize a competitive procurement process to select a One-Stop Operator for the local area at a minimum of every 4 years.
- The Board approved and conducted a new procurement for a One-Stop Operator to coordinate the service delivery of required one-stop partners in March of 2021.
- Three proposals were received from the following organizations in response to the procurement:
  1. Castles of Dreams, LLC
  2. Project Now
  3. Higher Minds of Education
- These proposals were reviewed and scored by a committee of partners, board members and FPD staff. The results were shared with the Executive Committee at their May 12<sup>th</sup> meeting. The Executive Committee then interviewed the top two organizations (Castle of Dreams and Project Now) on May 18<sup>th</sup> and made the decision to recommend Castle of Dreams as the top choice for the role of the One-Stop Operator for the local area.
- Once approved by the Board, the Executive Director will obtain concurrence from the Board's Chief Elected Official and proceed with contract negotiations.
- The Operator selected by the competitive process must be in place by no later than July 1, 2021.

**ONE-STOP OPERATOR PROCUREMENT 2021**  
**Proposal**  
**Scoring Summary**

Proposer Name	Reviewers	Score	Average Score
<b>Higher Minds of Education</b> Felicia Young, M.Ed. Owner/Director	Charlene Bonck, LRS	46	<b>64.25</b>
	Steve Price, Exec Com member	76	
	Jeanne Marino, STPG	76	
	Jennifer Barnett, Center Operator		
	Melissa Kirsch, WDB Exec Dir	59	
<b>Project NOW</b> David Remick, President	Charlene Bonck	70	<b>88.5</b>
	Steve Price	93	
	Jeanne Marino	100	
	Jennifer Barnett		
	Melissa Kirsch	91	
<b>Castles of Dreams, LLC</b> Bryan Moore President/CEO	Charlene Bonck	91	<b>99.75</b>
	Steve Price	102	
	Jeanne Marino	105	
	Jennifer Barnett		
	Melissa Kirsch	101	

\_\_\_\_\_  
 Melissa Kirsch, Executive Director



**MODIFICATION TO  
2021-2024 REGIONAL / LOCAL PLAN**

**May 26th, 2021 Board Meeting  
Agenda Item #11**

**RECOMMENDED ACTION:**

1. Approve the Modification of the 2021-2024 Regional / Local Plan based on noted deficiencies from the Louisiana Workforce Commission

**BACKGROUND INFORMATION:**

- WIOA requires local boards to develop a Regional / Local plan every 4 years
- The Board approved the 2021-2024 plan at the November 18<sup>th</sup>, 2020 board meeting. The plan was submitted to LWC on January 4<sup>th</sup>, 2021
- The plan was subsequently reviewed by LWC and sent a letter dated April 27, 2021 with a few noted deficiencies
- The attached pages are the changes made to the stated deficiencies and require Board approval.
- Upon the modification being approved by the Board, a 30 day public comment period will be advertised before submitting the revised document to LWC

**REGIONAL PLAN – MODIFICATION #1** (pages 43-46) May 26, 2021  
 (changes highlighted)

**Adult, Dislocated Worker and Youth**

WIOA called for the elimination of “sequence of service” provision in Title I programs in accordance with a more integrated service delivery model across partner programs. The new model connects partners to clients at any entry point where assessment occurs. The process is further driven by co-enrollment across all active partner programs, as appropriate. The process modification allows for a more holistic approach to serving these populations offering more comprehensive, individualized and seamless services.

Additional specifics regarding operations and service delivery to all of the aforementioned populations is further detailed in the local area portions of this combined regional plan.

**Strengths and Weaknesses**

<b>Strengths</b>	<b>Weaknesses</b>
Dedicated staff who have learned to do more with less, operating more efficiently. Capitalize on in-house talent for developing innovations in service delivery. <b>Such as, utilizing staff to manage social media outreach instead of contracting with a third-party.</b>	COVID strained even the most experienced in the region. The struggles of the partners became the struggles of all. In the period when the regional partners would have built out a more comprehensive Regional Plan, that planning time has been severely hampered by an all-consuming pandemic that has persisted for more than six months.
Partnership of the four Workforce Development Boards and local leadership. Strong local level interagency partnerships. <b>Such cross-regional customized training agreements with the largest hospital and employer in the State</b>	Limited direct funding support from partner agencies’ partner programs at this time. Continue to seek out more opportunities to leverage resources.
Mostly positive <b>WIOA performance</b> outcomes in in all state and/or federal <b>WIOA</b> monitoring/audits. <b>Annual PY19 employment retention, wage, credential attainment, and measurable skills gain performance met or exceeded expectations 92% of the time (55/60).</b>	Inconsistencies in the timeliness of responses to technical assistance questions and need for improved communications at all levels.
A region continually tested by adversity (disasters and recessions) has resulted in a highly adaptable and nimble system. COVID unleashed a new realm of technology that will serve clients well into the future. <b>Examples</b>	As the single largest region, representing between 25 and 33% of the state across all economic indicators, there are a tremendous number of partners <b>(72)</b> that are functioning in the arena of workforce development which



include video-chat based appointments and remote electronic signatures, and texting as a new primary outreach tool.	makes coordination more complex, but not insurmountable. See list of partners below
Strong, collaborative, and innovative partnerships beyond just the mandated and core partnerships. Partnerships in 2016 we 49 and have now increased to 72, see below.	Need for continuous professional development and additional cross-training across partner agencies
Advancements made in co-location wherever possible.	Partner agencies, such as Vocational Rehabilitation and Veterans services fall directly under the Louisiana Workforce Commission. Adult Education is a broader network of 11 individual entities that do not fall under a single administrative umbrella creating a need for increased collaboration and performance coordination at the regional level
Strong involvement in cross-regional activities and initiatives, activities, and projects. Improvements in leveraging of resources in multiple areas.	

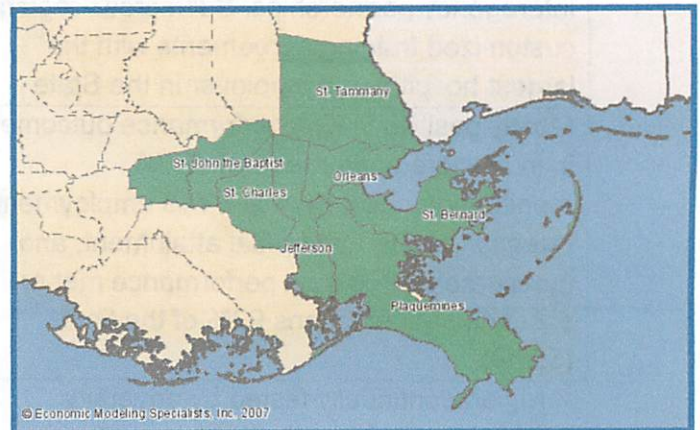
Additional specifics regarding operations and service delivery to all of the aforementioned initiatives are further detailed in the regional strategies section, as well as the local area portions of this combined regional plan.

## Partner Agencies

Region One is the largest workforce region in the state with four LWDA designations. There are currently 72 entities that account for the mandated partner agencies that work in close collaboration and coordination of direct and complimentary service delivery. There are MOU's in place with required partners and that list continues to expand as we all seek to ensure the most effective and efficient means of serving the community, in particular, special populations and the hardest to serve.

### LWDA 10: First Planning District

- Nunez Community College
- Northshore Technical Community College
- Delgado Community College
- Pearl River Community College
- UNO/LSU Regional Education Center
- St. Tammany Chamber
- St. Tammany Business Alliance
- St. Tammany Corp (Economic Development)
- St. Bernard Economic Development
- Plaquemines Association for Business & Industry
- Greater New Orleans, Inc.
- St. Tammany Adult Education
- St. Bernard Adult Education
- St. Bernard Sheriff's Office
- St. Tammany Community Action Agency\*
- St. Bernard Community Action Agency\*



St. Tammany Parish Sheriff's Office  
St. Tammany School System  
St. Bernard School System  
Plaquemines School System  
Day Reporting Center  
Catholic Charities\*  
United Way of Southeast Louisiana\*  
West 30's Redevelopment District  
Families in Need of Services\*  
Northshore Healthcare Alliance  
Northshore Society for Human Resource Management

**LWDA 11: Jefferson**

Adult Education - Jeff Parish Public School System  
Community Development – Jefferson Parish Govt  
JeffCAP\*  
LA. Green Corps  
Post Secondary - Delgado  
Council on Aging\*  
Hope Center\*  
Dress for Success\*  
JEDCO

**LWDA 12: Orleans**

Total Community Action – Community Service Block Grant and Supportive Services\*  
Delgado Community College – Adult Ed and Post-Secondary  
Goodwill Industries of Southeast Louisiana\*  
New Orleans Business Alliance  
City of New Orleans Office of Community and Economic Development  
City of New Orleans Office of Youth and Families  
City of New Orleans Re-Entry Program/Taskforce  
Juvenile Justice Intervention Center\*  
Equus Workforce Solutions  
Models for Success  
Louisiana Green Corps  
Youth Empowerment Project  
Greater New Orleans Inc.  
Catholic Charities\*  
Kingsley House\*  
United Way of Southeast Louisiana\*  
STRIVE International  
Iberia Bank – Financial Literacy  
Kedila Family Learning Center – Pre-HISET and YouthBuild  
Urban League of Greater New Orleans  
New Orleans Job Corp Center – Youth Occupational Skills Training  
Family Services of New Orleans – Counseling\*

**LWDA 14: River Parishes**

Adult Education – St. Charles Parish School District and South-Central Louisiana Technical College  
Post Secondary Education - South Central Louisiana Technical College  
Community Services Block Grant of St. Charles Parish\*



**Cross Regional Partners (mandated and optional):**

- Louisiana Workforce Commission (Wagner-Peyser)
- US Department of Labor
- Louisiana Rehabilitation Services – Vocational Rehabilitation\*
- JVGS – Veterans\*
- NFJG – Migrant Seasonal Farmworkers\*
- Job Corp\*
- HUD Employment & Training\*
- Community Action Agencies\*
- Senior Community Service Employment Program\*
- Louisiana Department of Corrections & LaPri\*
- Department of Children & Family Services\*
- Greater New Orleans Inc.
- New Orleans Business Alliance
- Regional Planning Commission
- New Orleans Business Alliance
- The Greater New Orleans Data Center
- New Orleans Society for Human Resource Management
- Catholic Charities\*
- United Way of Southeast Louisiana\*
- \*capable of providing supportive services*

**Supportive Services Coordination**

Supportive services are carefully coordinated locally between partners to ensure maximum availability to the community and avoidance of duplication of services. Supportive services that are available from the partners are in accordance with each partner’s mandates, regulations, local policies, and funding availability. Examples of supportive services that are available within the region include:

- Transportation assistance
- Housing assistance
- Utilities assistance
- Food security assistance
- Training assistance: books, supplies, fees, tools, uniforms
- Childcare assistance
- Needs-related payments
- Other supportive services defined by the individual need to participate in the workforce or in training

Local workforce areas incorporate into their local policies the verification of supportive services that are available in the local area at the time of each individual request for such funded services as they are frequently subject to change due to funding availability.



## **CHAPTER 6. TECHNICAL REQUIREMENTS AND ASSURANCES - LOCAL COMPONENT**

### **A. Fiscal Management**

### **B. Physical and Programmatic Accessibility**

The FPD ensures their policies, procedures, programs, and services are in compliance with the Americans with Disabilities Act of 1990 and its amendments, in order to provide equal access to all customers with disabilities. Additionally, FPD agrees to fully comply with the provisions of WIOA, Title VII of the civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

FPD continues to ensure all materials and delivery methods are appropriate to diverse cultures, languages and education. Program accommodations include, as appropriate, the provision of interpreters for individuals with language barriers and/or hearing impairments who require such assistance in order to participate in center programs, large print materials and enlarged computer screens for individuals with visual disabilities, earphones with enhanced sound for individuals with hearing disabilities, etc. HiRE is JAWS enabled to assist individuals with visual disabilities to access employment and training services via the Internet. Each Center has identified staff and/or local contacts who can assist with service delivery for job seekers of other languages. Referrals to appropriate community-based organizations are made for those in need of English as a Second Language (ESL) programs. Strong linkages exist with Louisiana Rehabilitation Services to ensure Centers are trained and able to serve customers with disabilities appropriately.

In addition, FPD has entered into a Memorandum of Understanding (MOU) with all mandated system partners which outlines the integration of, and access to the services available in the local area. This MOU includes a section relative to the provision of services to individuals with disabilities. (Refer to Attachment #5 for the MOU)

### **C. Plan Development, Modifications & Public Comment**

1. The Board views this plan as a starting point in the development of more effective and collaborative partnerships that will only enhance this working document as mutual trust and teamwork is established between all partners over the next few years. The further advancement of these partner relationships will allow the opportunity for a truly coordinated plan that all embrace and support in an effort to create an effective integrated system. All partners have been given an opportunity to provide comments and feedback to the plan. The regular meetings held with partner agencies are utilized to gather feedback and input for development of the local plan as well as coordination with our economic



development partners to ensure both agencies plans are aligned and are coordinated appropriately. The FPD sends out a copy of the plan to all partner agencies as soon as an initial draft is prepared and requests any input, feedback, and additional comments for inclusion in the final draft.

2. At the end of the first 2-year period of the regional/local plan, FPD in partnership with the CEO and Workforce Board, will review, prepare and submit plan modifications that reflect changes to:

a. Labor market and economic conditions, and

b. Other factors affecting the implementation of the local plan including:

-significant changes in the local economic conditions;

-changes in available financing to support WIOA Title 1-B and partner-provided WIOA services;

-changes to WDB structure;

-the need to revise strategies to meet local performance goals

c. Any significant changes to service delivery in the regional/local area.

Any modifications to the plans will follow the same requirements for public comment as mandated for each 4-year plan and described below.

3. A comment period of thirty (30) days will be provided and formal comments may be received from members of the public, partner agencies, and representatives of business and labor organizations. The local and regional plan will be available to view on the FPD's website ([www.triparishworks.net](http://www.triparishworks.net)). A public notice is placed in local newspapers of the tri-parish area notifying the public of the availability to view the plan and provide comments. All comments received are submitted to the Louisiana Workforce Commission as an attachment to the local plan.