

**WEDNESDAY, NOVEMBER 2ND, 2016
MEETING MINUTES**

The First Planning District Workforce Development Board meeting was held on Wednesday, November 2nd, 2016 at Nunez Community College, 3710 Paris Road, Chalmette, LA at 3:30 p.m.

1. **CALL TO ORDER:** The meeting was called to order by the Chairman, Alan Thriffiley at 3:30p.m.
MEMBERS PRESENT-- Mindy Nunez Airhart, Charlene Bonck, Ellis Bourque, Bill Davis, Elizabeth Ellison-Frost, Deborah Green, Rachel Mackey, Mark Pisani, Pat Pourciau, Steve Price, Stacy Retzlaff, Stephen Reuther, Ernest Frazier (for Teresa Smith), Mike Stedem, Alan Thriffiley, Tina Tinney, Allyson Villars, and John Zollinger. Guests in attendance were Walter Brooks, Maggie Woodruff and Nik Richard from the Regional Planning Commission. Others in attendance were: Melissa Kirsch, Jennifer Barnett.

A quorum was declared.

2. **WELCOME AND INTRODUCTIONS:** All present introduced themselves. Chairman Thriffiley welcomed two new board members: Allyson Villars, Director of St. Tammany Parish Department of Health and Human Services and Mindy Nunez Airhart, Business Development Manager for Southern Services and Equipment in St. Bernard Parish. He thanked them for their commitment to the Board.

3. **APPROVAL OF MINUTES:** Chairman Thriffiley asked the board members to take a few minutes to review the minutes in their meeting packet. Motion was made by Mr. Reuther to approve the minutes of the August 3rd, 2016 meeting. Vote taken and motion passed unanimously, with no abstentions.

4. **PRESENTATION BY THE REGIONAL PLANNING COMMISSION:** At this time, Chairman Thriffiley introduced Mr. Walter Brooks, Executive Director of the Regional Planning Commission. Mr. Brooks gave a brief presentation on the role of the Regional Planning Commission within the local area as well as providing an update on their current and future projects and their effects on the community. Upon completion of the presentation, a few board members asked questions and the Chairman thanked Mr. Brooks for a very informative discussion.

5. **REVIEW OF EXPENDITURE REPORT:** The next item on the agenda was a review and discussion of the most recent expenditure report. Chairman Thriffiley recognized Ms. Kirsch who presented the expenditure report for the period ending September 30, 2016. As noted in her report, spending in the first quarter of the new fiscal year was fairly low, although not all that unusual. She did indicate that she had met with Center Leadership to ensure that staff work diligently to increase spending in the second quarter and thereafter to ensure we are on track to meet our budgetary commitments.

6. REVIEW AND APPROVAL OF REQUEST FOR PROPOSAL FOR ONE-STOP OPERATOR: Ms. Kirsch was recognized to give a brief overview of the Request for Proposal document that she put together based on the decision made at the August 3rd board meeting. She reminded the members that the procurement is for not only a One-Stop Operator, but also for a Functional Leader over the Business & Career Solutions Centers. She indicated there was a group of 5 board members who had proofed the document and provided feedback prior to submission to the full board. Mr. Stedem raised some concerns about the RFP being somewhat restrictive and suggested it include: an organization chart of the proposer and the potential for additional points if proposer offers in-kind contributions. He also recommended independent graders outside of board membership to ensure unbiased and experienced scoring. Mr. Price suggested that our legal counsel from parish government also review the document to ensure they are comfortable with the content.

More discussion ensued in which a motion was made by Mr. Reuther to allow one additional week for board members to review the document and submit any concerns as well as obtaining input from parish government. In addition the motion would authorize the Executive Committee to make any revisions and initiate the RFP on behalf of the board. The motion carried unanimously with no abstentions.

7. COMMITTEE UPDATES: Chairman Thriffley mentioned that there was a need for a few more private sector board members. He wanted to reach out to the membership and if anyone did know of someone who might be interested, please contact Melissa and she would pursue contacting the individual.

Mr. Stedem and Ms. Kirsch updated the board on activities of the Business Engagement committee. They shared a preview of a survey being developed to gather information from businesses utilizing Center services. They also updated members on plans to do more outreach through the Chambers of Commerce, especially by providing more presentations pertaining to services such as On-the-Job and Customized Training in order to increase more participation in employer-based activities.

Ms. Kirsch indicated that the Partner committee had met recently and discussed more effective ways to provide referrals to other agency services, as well as the initiation of cross-training of staff from all partner agencies.

8. REGIONAL INITIATIVES AND ACTIVITIES UPDATE: The Chairman recognized Ms. Barnett to give an update on regional activities. Ms. Barnett shared the following information with the group: 1) announcement of the International WorkBoat Show and Student tour for 80 students taking place on December 1st and 2nd; 2) the Northshore SHRM Speaker's Bureau had launched successfully; 3) a sector strategy meeting was held recently with hospitality industry leaders; and 4) the first Adult Education regional collaboration meeting occurred in September resulting in goals for cross training and asset mapping.

9. EXECUTIVE DIRECTOR UPDATES: Ms. Kirsch first shared the program year 2015 Final Performance Outcomes with the board. She was very pleased to report that all federal measures had been met and that 7 out of 9 had been exceeded. There was also significant improvement on the State imposed Business Services measures as 5 out of 6 had been met, compared to 3 out of 6 being met the previous program year. She did indicate that there was still much work to be done in improving services to businesses. She also presented the Negotiated Performance Levels for the current program year 2016. Due to the implementation of the new WIOA law, this year would be considered more of a benchmark year for performance.

At this time, Ms. Kirsch provided a copy of the letter of support written to the State on behalf of Regional Industry Coordinator, Jennifer Barnett, as requested at the previous board meeting. She shared her lack of optimism in the State agreeing to keep these regional positions, but had not yet received a response.

The board membership was reminded at this time of the Ethics training requirement for all those serving on a Workforce Development Board. Ms. Kirsch promised board members that she would send out a few reminders within the next two months to ensure everyone gets this training completed prior to the end of December.

10. OTHER BUSINESS: None

11. PUBLIC COMMENT PERIOD: None.

There being no further business, motion to adjourn was made by Ms. Pourciau at 5:05pm and passed unanimously.