

FIRST PLANNING DISTRICT

WORKFORCE DEVELOPMENT BOARD

April 11, 2022

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, April 27th, 2022 at 8:30 a.m.** This meeting will be held in the Music Room on Nunez Community College Campus, 3710 Paris Road, Chalmette, Louisiana.

AGENDA:

- 1. Call to order.....Alan Thriffiley, Chairman
- 2. Welcome and Introductions.....AlanThriffiley (5 minutes)
- 3. Invocation.....Melissa Kirsch
- 4. Approval of February 2, 2022 meeting minutes (Action Item).....Alan Thriffiley (5 minutes)
- 5. Comments from the Chairman.....Alan Thriffiley (5 minutes)
- 6. Review of Expenditure and Operation Reports through Feb 2022.....Melissa Kirsch (5 minutes)
(Questions only)
- 7. Review and Approval of DDWG Budget Revision and Request for
Additional Funds.....Melissa Kirsch (15 minutes)
- 8. Review and Approval of Modification to One-Stop Operator Contract
To add training/technical assistance component.....Melissa Kirsch (10 minutes)
- 9. Review and Approval of Revised Personnel Policy
(mileage reimbursement increase).....Melissa Kirsch (5 minutes)
- 10. Review and discussion on Retreat Outcomes and Next Steps.....Alan Thriffiley (30 minutes)
- 11. Update and discussion on current initiatives.....Jennifer Barnett (10 minutes)
- 12. Other Business
- 13. Review of Action Items
- 14. Public Comment Period

Alan V. Thriffiley, EA

Alan Thriffiley, Chairman

FIRST PLANNING DISTRICT WDB MEETING MINUTES

February 2, 2022 - 9:00 a.m.

MEETING INFORMATION

Location	This meeting was held at Northshore Technical Community College Campus in Lacombe.
Attendees	Chairman Alan Thriffiley, Mr. Mike Stedem, Mr. Jerry Repka, Mrs. Chiquita Lattimore, Mr. Keith Espadron, Mrs. Charlene Bonck, Mrs. Adriana Kriesen, Mr. Lenny Ubenhagen, Mr. Tim Bradbury, Mr. Floyd Baker, Mr. Dave Kaufmann, Jr., Mr. Chris Abadie, Mrs. Rachel Mackey, Dr. James Carlson, and Mr. Mark Pisani. Also in attendance were Melissa Kirsch (Executive Director), Jennifer Barnett (Director of Operations and Planning), Mr. Josh Tatum (Director of Strategic Initiatives of GNO Inc.), Mr. Don Shea, Mr. Dave Maziarz, Mrs. Luan Norman, and Ms. Stacie Chitwood. Mr. Bob Lanter (Executive Director of California Workforce Investment Board) attended virtually via Zoom.

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 9:05 a.m. and a quorum was declared.

2. APPROVAL OF NOVEMBER 17, 2021 MEETING MINUTES

Chairman Alan Thriffiley presented the minutes from the November 17, 2021 board meeting, and called attention to the new model of the meeting packet. It was explained that it is each board member's responsibility to review all information before each meeting to allow for actual dialogue to occur. Chairman Thriffiley requested feedback on the packet contacts to help ensure all vital information is shared. A motion for approval was made by Mr. Mike Stedem and seconded by Mr. Keith Espadron. The minutes were approved by a unanimous vote with no objections.

3. APPROVAL OF UPDATED PROGRAM BUDGET

Mrs. Melissa Kirsch presented the updated program budget. The grant request for disaster assistance funds in response to Hurricane Ida was approved, and \$380,000 was added to the total budget. This funding will be dedicated to temporary jobs that are assisting Plaquemines Parish with clean-up efforts. Dr. Jim Carlson inquired as to whether there was any concern on whether any of the original disaster funds for COVID relief will not be used, and Mrs. Kirsch explained that she has a call scheduled with the State to discuss this further. She continued by sharing her opinion of the probability of an extension because of the recent increase in cases. Mrs. Kirsch committed to updating the board as soon as she receives more details. A motion for approval was made by Mr. Chris Abadie and seconded by Mr. Tim Bradbury. The revised budget was approved by a unanimous vote with no objections.

4. PUBLIC COMMENT PERIOD

Chairman Thriffiley shared a reminder of the importance of the board's commitment to the local workforce. The community needs focus from the board to address the current calamity of the workforce society. Local small businesses are fading out, and many residents are in need of work due to the end of relief funds. Chairman Thriffiley opened the floor for public comments. No questions were shared, and the meeting was closed at 9:16 am.

5. RECAP OF THE YEAR

Mrs. Jennifer Barnett was recognized to present a review of the growth and opportunities that TriParish Works has experienced throughout the recent year. Highlights included (1) the Career Exploration Summer Academy that provided youth participants to explore 14 in-demand industry training opportunities, (2) customized training programs with Slidell Memorial Hospital and St. Tammany Hospital, (3) the Will to Skill CDL training program with Venture Global in Plaquemines, and (4) recognition by GEO Solutions for our resiliency throughout the pandemic. *(Continued on next page.)*

(Cont'd.) Multiple hiring events, hosting more than 200 employers, occurred, and withstood the challenges faced with decreased job-seekers. Future events are currently in the works, including smaller, individualized hiring events focused on in-demand industries. Mrs. Barnett continued by sharing that TriParish Works is still #1 in the state for on-the-job-training with 92.4% of candidates still in position after training completion.

Mrs. Jennifer Barnett transitioned her presentation to share the statistical metrics of the three parish's workforce performance. Overall there has been a reduction in the number of unemployed residents, actively looking for employment, by more than half within the last year, resulting in the lowest participation rates in the last 45 years. This level of disengagement is believed to have multiple causes including childcare, healthcare, and a re-evaluation of individual needs compared to work needs. Mrs. Barnett offered further clarity into these numbers by diving deeper into learning which gender, age, and race are most in need of the workforce board's services. Within the three parishes, 62% of unemployed residents are women. African- Americans were the race most represented, along with the 25-34 year old age range. Mrs. Barnett committed to providing even more detail to the board in the near future.

She continued by explaining that understanding the metrics of unemployed residents is only half of the information needed, and that equal attention should also be given to opportunities available within the local job market. Jobs are due to rebound to pre-pandemic levels and even surpass levels from 2015 by the end of 2022. Regionally, 2/3 of the occupational industries are below pre-pandemic levels. Industries with positive change include IT, Business/Financial Operations, and Building Maintenance. Mrs. Barnett transitioned the focus of conversation towards job postings and employer-desired skills. Online job posting within our three parishes have drastically surpassed pre-pandemic levels that demonstrates the need for employers to have a "go-getter" attitude in their search for job-seekers. Healthcare related occupations are the most in-demand occupations by job postings, followed closely by sales positions and administrative support.

With this information, the board can better understand the challenges that are being faced in 2022. Specifically, these include acute staffing challenges, increased inflation rates, low labor force participation rate, and also the Philips 66 refinery closure. There are upcoming developments, which consist of Venture Global building out, an Amazon delivery center opening, and the expansion of Ochsner and St Tammany Healthcare. These new opportunities will provide a positive impact on the challenges previously discussed.

SPECIAL VIDEO PRESENTATION

During a brief break while waiting for Mr. Bob Lanter to join via Zoom, the video of a recent news broadcast titled "The Big Quit" was shared to help provide a national perspective on the changes that have occurred in the labor force since the onset of the pandemic. Below are some key topics shared throughout the presentation.

- A reoccurring question is how are there so many unemployed when increased openings and improved benefits are being offered.
- Over 20 million people quit in the year 2021.
- People have been living to work and the pandemic brought forth that moment of reflection causing many individuals to evaluate their wants and needs.
- There has been a fundamental shift in balance of power between employers and employees and workers are holding the pen.
- Companies are eager to hire, but workers are being choosy wanting better pay and demanding flexibility.
- Americans have also taken a liking to working remotely. The work can be just as busy, but there is more individual ownership because the worker can control their work experience.

(Continued on next page.)

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Below are some key comments shared during open discussion that followed the viewing of the video.

- Mrs. Adriana Kiersen was surprised to learn of the drastic change in remote workers.
- Mr. Mike Stedem shared his opinion is that this is largely due to the political divide in the US because currently we are the only country truly experiencing this.
- Mr. Jerry Repka supported Mr. Stedem's viewpoint with sharing his understanding that the work/life balance in England was far better than the US at preventing employee burn out.
- Mr. Brian Moore continued this by sharing that he believes this pandemic provided the opportunity for the existing work force to gain awareness on their individual burn out.
- Chairman Alan Thriffiley added to this by stating that in many European nations there are policies that are more beneficial to the employees as well, but questioned what the answer would be for us.
- Mr. Floyd Baker shared his opinion that employees do not want to work a 5 day work week and that his company began issuing bonuses based on attendance, but little improvement on turnover was realized
- Mr. Mark Pisani agreed that his employees shared a similar feedback to Mr. Baker's suggestion, and that his company implemented a change to their scheduling. He also added that while it was well received by the staff, the change did not largely impact turnover.
- Mrs. Jennifer Barnett shared that from all of this and the information she has reviewed she believes that workers are recalibrating what their needs to live and work for actually are.
- Mrs. Chiquita Lattimore offered her view that employees are placing more things over the value of a dollar right now. Some of the feedback she has received is that the health of employees and their families are more important factors now. It is not that employees do not want to work, but rather they do not want to work at the risk or cost of either their lives or those of their family.

6. THE REAL WORK OF WORKFORCE BOARDS

Mr. Josh Tatum was recognized to introduce the next speaker, Mr. Bob Lanter, the Executive Director of the California Workforce Association. Mr. Lanter has 28 years experience in the public sector and non-profit industry, with experience in the field of workforce development and job training. Mr. Tatum turned the floor over to Mr. Lanter who joined the meeting via Zoom. Mr. Lanter was invited to share the meaning of what the real work of the workforce board is.

The first question to answer is what does the workforce system look like? It can appear to be an array of confusion from the departments of the federal government spanning multiple programs each oversee. However, workforce development is the joining of the industry sector to the career pathway system together to solve community problems. This consists of not only the board, but also organizations that are individual, educational, and/or philanthropic. There are 3 critical hallmarks to consider for boards to achieve WIOA success: (1) The needs of business and workers; (2) One-Stop Centers provide excellent customer service to job-seekers and employers and focus on continuous improvement; and (3) the workforce system supports strong regional economies and plays an active role in community and workforce development. The One-Stop Centers are our retail shops where business come and buy our product, and how our system delivers. He continued by explaining how businesses also drive workforce solutions.

The next question to answer is what is the role of the workforce board within the workforce system? Workforce boards focus on strategy. The workforce board in partnership with governors and chief elected officials facilitate the public - private sector partnerships, support sector strategies, work on socioeconomic issues, and foster innovation. The law outlines 13 functions of the workforce board, but some are more impactful than others. The law tells the boards what to do, but the "real" role of the workforce board is building the pipeline between job-seekers and workers to business and employers. *(Continued on next page.)*

(Cont'd.) The pipeline has multiple barriers preventing even flow from one side to the other that consist of education, training, matching skills, and employee retention. The workforce board works together, within the rules of the law, to pack the pipeline with opportunities that address each barrier.

Mr. Lanter completed his instruction and opened the floor to questions from the board members. A few questions were asked and answered. Mr. Josh Tatum addressed the board by reiterating that the strong piece of the activities today are to build the strategy to make WIOA a reality in this region. He stated that Rome was not built over night, but through conversation today, this group can start the conversation to put some of the puzzle pieces together that will assist this board to start to create a clear picture of the goals it would like to achieve. With no other questions, Mr. Lanter turned the floor over to Mr. Josh Tatum for the first exercise. Mr. Lanter concluded his Zoom presentation and left the meeting at 10:58 a.m.

7. BECOMING A PURPOSE DRIVEN BOARD

Mr. Josh Tatum was recognized and instructed the board members to divide into three equal groups. He directed each group to take the next 15 minutes to talk among themselves to create a list of 2 economic opportunities facing the TriParish region. Each group would then share their suggestions with the board to gather a total of the top 6 economic opportunities that should be addressed by the local workforce development. Group 1 consisted of Mr. Don Shea, Mr. Mark Pisani, Mrs. Rachel Mackey, Dr. James Carlson, and Chairman Alan Thriffiley. Group 2 consisted of Mr. Tim Bradbury, Mr. Floyd Baker, Mr. Dave Kauffman, Mr. Mike Stedem, Mr. Chris Abadie, and Mr. Brian Moore. Group 3 consisted of Mrs. Chiquita Lattimore, Mr. Keith Espadron, Mrs. Charlene Bonck, Mrs. Adriana Kriesen, Mr. Jerry Repka, Mr. Lenny Unbehagen, and Mr. Dave Maziarz.

Mr. Don Shea presented the top 2 economic challenges for the first group: (1) Healthcare and (2) Inter-modal Transportation / Logistics / Maritime. Mr. Brian Moore spoke next, representing the second group: (1) Emerging Technology / Logistics and (2) Trade Specific Training. The third group was represented by Mr. Dave Maziarz who shared the following: (1) Focused Assistance in Disaster Area and (2) Logistics / Manufacturing. Mr. Chris Abadie inquired on extra detail explaining what is implied by "Emerging Technology" presented by the second group. Through open dialogue between Mrs. Josh Tatum and Mr Don Shea, and example provided was using EDA funds to build a transformative industry with oil and gas partners to get to get new and more effective equipment and bring large energy providers together. Mrs. Kirsch stated that all of these are great points, and that the board should keep in mind the importance of being aware of what our partners are doing, so that activities to follow are not necessarily newly created, but rather could be an opportunity to plug into and existing program.

Mr. Tatum addressed the board and began to explain the next part of the activity. He directed the same groups to take the next 15 minutes to talk among themselves to create a list of 2 socioeconomic challenges facing the TriParish region. Each group would then share their suggestions with the board to gather a total of the top 6 socioeconomic challenges that should be addressed by the local workforce development. Mr. Shea presented again for Group 1, sharing their choices: (1) Childcare / Dependent Care and (2) Transportation. Mrs. Rachel Mackey explained that multiple obstacles were faced with the recent pandemic forcing parents to adhere to the quarantine at home response for schools. Mr. Mike Stedem expanded on this by saying that the quality of care plays a large factor in this, where most reputable daycares are not always the most affordable. Mrs. Kirsch shared her viewpoint that there is a large need for daycares with extended hours. Many positions, including those in the medical field, require daycare outside of the usual 9a-5p service hours. Mrs. Adriana Kriesen shared the new partnership that Ochnser is forming with Bright Horizons as a response to this same need expressed by a lot of their staff. Her location was working with this day care, located within a half of a block of the facility, on offering extended hours and scholarships for the medical staff. (Continued on next page.)

(Cont'd.) Mr. Mike Stedem began the conversation on the second topic of transportation stating that obviously the lack of public transportation doesn't help with this, but rather that the real issue lies within reliable transportation. Mr. Brian Moore expanded on this message by questioning the ability of the board to positively impact livable wages to assist our residents with obtaining reliable transportation. Mr. Moore represented Group 2 and mentioned that both of Group 1's choices were in their top choices. Mr. Moore continued with additional suggestions including (1) Affordable Housing and (2) Liveable Wages. Mr. Maziarz addressed the board, representing Group 3, mentioning that his group also included the topics listed with the first two groups, but was able to share additional topics covered in their discussion. He added (1) Job Development and (2) Lifestyle Barriers including criminal backgrounds English as a second language. Mr. Josh Tatum suggested that when diving into further detail about these lifestyle barriers, the members should study the impact of early retirement after the pandemic. He shared that based on research of labor metrics within his region that those retiring from the workforce early played more of a part in job opening that initially believed. Mr. Maziarz continued by sharing that a lot of the commonality of the challenges shared from each group supports the likelihood that combining actions targeted at multiple subjects can provide a larger result for the community as a whole. Mr. Tatum concluded this portion by urging the members to ask questions on how the board can cultivate a change towards any or all of the challenges mentioned. For example, when faced with childcare, how can the board help businesses learn which incentives are available to them that will allow them to create a solution for their employees? Mrs. Kirsch thanked all of the members for their participation so far, and paused the meeting for lunch at 12:03 pm.

Mr. Tatum resumed the meeting at 12:57 pm and proceeded to begin the next part of the discussion activity. He explained that now that each group has contributed to listing specific economic opportunities and socioeconomic challenges that affect our local region, the next step was for each group to use this information to formulate two possible purpose driven goals for the board to adopt. Mr. Don Shea continued to present for the first group sharing their suggested goals. The first being to "expand customized training beyond healthcare." The second was to "expand upon the career exploration academy to begin development in high school." This was elaborated by sharing the need for focus on communication or development of the pipeline in understanding the actual steps to getting a job. The third suggestion was to "expand and develop assistance to support employers with removing barriers for their employees." This would entail helping local businesses explore what the possible fixes could be to create a seismic cultural change across multiple regional employers. Mr. Brian Moore presented next by sharing the goals suggest from the second group. The first was to "improve communication and increase frequency shared across partners." The second shared was "promoting high skills / high wage occupations to the future workforce." Mr. Dave Maziarz presented the suggestions of the third group, starting with "generating larger groups for program development through cohort strategy." The board can generate volume by developing cohorts that cross parishes, and in result can increase focus on the strategy of improving transportation. The next suggestion shared was to "support the increase of a liveable wage provided by local employers to decrease the challenge of childcare and transportation." The final suggestion shared was to "improve the understanding of working from home and whether it is a benefit or challenge for employers within the region." Mr. Tatum requested the board members to review all suggestions, and to work together to narrow them down to a minimum of three. Those chosen were: (1) expand upon the career exploration academy to begin development in high school, (2) expand and develop assistance to support employers with removing barriers for their employees, and (3) generating larger groups for program development through cohort strategy.

With a more concise list of goals to chose from, Mr. Tatum then proceeded to the final phase of the group activity. He opened the floor to discussion in an effort to narrow this list down to a single goal, chosen as a group, for the board to align their actions towards achieving. Mr. Jerry Repka shared that if the goals are focused towards the future workforce, then Louisiana needs to get away form the split between either college or work. (Continued on next page.)

(Cont'd.) He continued by saying that the board should assist with creating an environment that encourages some type of educational or trade specific credential for everyone to build a future upon. Mrs. Chiquita Lattimore mentioned that she believes helping put trades back into high schools could assist this. She continued by sharing that even if it is not a trade students plan to build a career from, it is still beneficial to provide this training so there is always an employable skill they possess that could keep them from unemployment. She finished by saying that the board should really start thinking about how services can be brought to the people instead of bring people to the services. Mr. Lenny Ubenhagen shared his support for starting demand driven career activity that links job seekers and employers while in high school. Mr. Chris Abadie included his opinion that the board must also increase the amount of existing partnerships to ensure a broader participation pool for whatever activity is decided in the future. Chairman Thriffiley agreed with all opinions and suggestions shared, and added that the board already has done well. He feels the issue is that most people in our region are not aware of who we are and what the board offers to the workforce. He finished by stating that he believes the board has a working model, and now the focus is how does the board expand upon that success. Once all comments and questions were shared, Mr. Tatum proposed the board vote on the goal to be adopted going forward. The board members unanimously decided that the purpose driven goal for 2022 is to "Expand and develop industry-driven career exposure, work-based learning, and mentorship opportunities of grades 9-12."

8. NEXT STEPS

Mr. Josh Tatum congratulated the members on working together to align behind a single goal, and transitioned the conversation to the next steps needed to develop an action plan. He posed some of the following questions to help generate this thought process: (1) What types of activities will need to occur? (2) What partners does the board already have and what partners will the board need to develop this plan? Mrs. Kirsch shared that she felt that there are going to be a lot of actionable items to follow, and the majority of the members in attendance requested more statistics and information before committing to creating an action plan. Both Mrs. Kirsch and Mrs. Jennifer Barnett committed to developing upon these items to present to the board before generating a solid plan. Mr. Brian Moore suggested that it might be best to create a subcommittee to facilitate the creation and execution of this action plan throughout the board. Mr. Jerry Repka, Mrs. Adriana Kiersen, Mr. Mark Pisani, and Dr. James Carlson volunteered to take on this role.

9. CLOSING REMARKS

Chairman Thriffiley began the closing of the meeting by sharing his thanks for all those involved in the process of this meeting. Mrs. Melissa Kirsch hopes that everyone felt engaged and that their input was valued. She shared her excitement for what the upcoming year will hold and is equally excited about the goal that was chosen. She shared her confidence that a lot can be done to achieve what the board is expecting. Mrs. Jennifer Barnett wanted to conclude the meeting with a special thanks to the local team for all of their hard work in putting together everything for this meeting. With no additional business requesting to be discussed, the meeting was adjourned at 2:48 p.m.

ACTION ITEMS

Executive Director :

- Send out one pager recapping the chosen goal, including suggested next steps.

Board Members :

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

FPD WDB EXPENDITURES TO BUDGET REPORT

Through March 31, 2022

Budget Line Items	ANNUAL BUDGET July 2021 – June 2022	EXPENDITURES THROUGH 3/31/2022	% 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	1,044,786	675,440	64.65%	369,346	0	369,346	64.65%	0
Operating Costs	144,281	89,259	61.86%	55,022	13,500	41,522	71.22%	0
Training/Support for Participants								
Plaquemines	148,880	76,422	51.33%	72,458	2,979	69,479	53.33%	60,000
St. Bernard	280,280	207,099	73.89%	73,181	39,385	33,796	87.94%	115,000
St. Tammany	797,929	966,735	121.16%	-168,806	225,667	-394,473	149.44%	150,000
St. Tammany Corp CEA	13,750	11,250	81.82%	2,500	2,500	0	100.00%	0
Other Misc. Program Inc.	0	0		0				0
Training/Support Subtotal	1,240,839	1,261,506	101.67%	-20,667	270,531	-291,198	123.47%	325,000
Disaster Dislocated Worker Grants – Temporary Jobs								
Plaquemines - IDA	120,000	0	0	120,000	0	120,000	0.00%	207,000
St. Bernard - Covid	644,212	355,899	55.25%	288,313	0	288,313	55.25%	0
St. Tammany - Covid	692,332	279,850	40.42%	412,482	0	412,482	40.42%	0
DWG Temp Jobs Subtotal	1,456,544	635,749	43.65%	820,795	0	820,795	43.65%	0
Program Totals	3,886,450	2,661,954	68.49%	1,224,496	284,031	940,465	76%	532,000
Administration								
Staff Salaries/Fringe	191,975	177,889	92.66%	14,086	0	14,086		331,214
Operating Costs	37,470	18,807	50.19%	18,663	0	18,663		42,970
Admin Total	229,445	196,696	85.73%	32,749	0	32,749	85.73%	374,184
GRAND TOTALS	4,115,895	2,858,650	69.45%	1,257,245	284,031	973,214	76.35%	906,184

FIRST PLANNING DISTRICT

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

Total Funds available through June 2023	PROGRAM	ADMINISTRATION	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 - Covid	\$ 1,376,170	\$ 178,718	\$ 1,554,888
Disaster Dislocated Worker Grant - Ida	\$ 342,000	\$ 38,000	\$ 380,000
GRAND TOTAL	\$ 4,429,450	\$ 603,629	\$ 5,033,079

LINE ITEMS	ANNUAL BUDGET July 1, 2021 – June 30, 2022		EXPENDITURES TO DATE MAR 2022		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe Benefits	\$ 1,044,786	\$ 191,975	\$ 675,440	\$ 177,891	\$ 369,346	\$ 14,084
System Operator	\$ 54,000		\$ 40,500		\$ 13,500	\$ -
Travel/Mileage	\$ 3,000	\$ 1,900	\$ 2,317	\$ 223	\$ 683	\$ 1,677
Conference/Meetings	\$ 1,000	\$ 3,000	\$ 925	\$ 1,550	\$ 75	\$ 1,450
Unemployment Insurance	\$ 5,000				\$ 5,000	\$ -
Staff Drug Screen/new hire	\$ 475	\$ 260	\$ 90	\$ 145	\$ 385	\$ 115
Accounting Services	\$ -	\$ 6,910		\$ 4,274	\$ -	\$ 2,636
Supplies	\$ 6,350	\$ 3,000	\$ 3,680	\$ 1,830	\$ 2,670	\$ 1,170
Furniture/Equipment	\$ 6,525	\$ 1,500	\$ 1,417		\$ 5,108	\$ 1,500
Rent	\$ 15,600	\$ 5,500	\$ 12,333	\$ 2,517	\$ 3,267	\$ 2,983
Repairs/Maintenance	\$ 2,700	\$ 1,200	\$ 592	\$ (132)	\$ 2,108	\$ 1,332
Telephone/Internet	\$ 13,236	\$ 4,000	\$ 7,867	\$ 2,159	\$ 5,369	\$ 1,841
Insurance (GL/Cobra/Surety Bond)	\$ 1,270	\$ 1,550	\$ 52	\$ 1,039	\$ 1,218	\$ 511
Licensing Fees/Assessments	\$ 5,950	\$ 200	\$ 7,420		\$ (1,470)	\$ 200
Postage	\$ 450	\$ 1,500	\$ 59	\$ 56	\$ 391	\$ 1,444
Advertisement	\$ 625	\$ 2,000			\$ 625	\$ 2,000
Outreach	\$ 9,300	\$ 200	\$ 4,002		\$ 5,298	\$ 200
Professional Development – Staff	\$ 5,500	\$ -	\$ 489		\$ 5,011	\$ -
Professional Dues/WDB	\$ 1,100	\$ 1,750	\$ 340	\$ 1,805	\$ 760	\$ (55)
Auto (Gas/Maint/Insurance)	\$ 12,200	\$ 3,000	\$ 7,176	\$ 3,339	\$ 5,024	\$ (339)
Training & Support - Participants*	\$ 1,227,089		\$ 1,250,256		\$ (23,167)	\$ -
St. Tammany Corp CEA	\$ 13,750		\$ 11,250		\$ 2,500	\$ -
Misc. Program Income	\$ -				\$ -	\$ -
Disaster Temporary Jobs - Covid	\$ 1,336,544		\$ 635,749		\$ 700,795	
Disaster Temporary Jobs - Ida	\$ 120,000				\$ 120,000	\$ -
SUBTOTAL	\$ 3,886,450	\$ 229,445	\$ 2,661,954	\$ 196,696	\$ 1,224,496	\$ 32,749

*Breakout of Training & Support Line Item

OJT	\$ 170,780	14%
CLASSROOM, ITA, YOUTH SERVICES	\$ 873,543	70%
WORK EXP	\$ 111,909	9%
SUPPORT	\$ 94,024	7%
	\$ 1,250,256	

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

Month ending MARCH 31, 2022

	Admin	Program	Total Allocation	Expended thru 3/31/22	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	568,955.00	7,688.00	99%	7,688.00	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	283,183.00	202,748.00	58%	101,179.00	79%	
	128,123.00	1,153,112.00	1,281,235.00	1,060,489.00	220,746.00	83%	119,177.00		
Youth									
*PY20 expires 6/22	66,805.00	601,241.00	668,046.00	660,826.00	7,220.00	99%	7,220.00	100%	
***PY21 expires 6/23	56,391.00	507,515.00	563,906.00	313,127.00	250,779.00	56%	90,772.00	72%	
	123,196.00	1,108,756.00	1,231,952.00	973,953.00	257,999.00	79%	97,992.00		
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	645,312.00	4,622.00	99%	4,622.00	100%	
***PY21 expires 6/23	16,480.00	148,326.00	164,806.00	148,326.00	16,480.00	90%	16,480.00	100%	
****FY22 expires 6/23	62,700.00	564,304.00	627,004.00	200,285.00	426,719.00	32%	38,591.00	38%	
	160,303.00	1,442,743.00	1,603,046.00	1,155,225.00	447,821.00	72%	59,693.00		
****DWG expires 12/22	203,298.00	1,829,686.00	2,032,984.00	1,162,621.00	870,363.00	57%	N/A	N/A	
DDWG - Hurricane Ida	38,000.00	342,000.00	380,000.00		380,000.00	0%	N/A	N/A	
Grand Total	614,920.00	5,534,297.00	6,149,217.00	4,352,288.00	1,796,929.00		276,862.00		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 December 31, 2022

DDWG - Hurricane Ida - Dislocated Worker Emergency Grant - Funds available August 26, 2021, expires on August 25, 2023

WDB # 10

Monthly Employee count / Salary costs

Employees	Monthly Budget		Feb-22		YTD Total	
	#	Gross	#	Gross	#	YTD
Administration						
Fulltime	3	\$16,570.56	3	15,814.64		160,909.71
Part time	2		1	1,383.28		11,591.97
NET	5	\$16,570.56	4	17,197.92		172,501.68
St Tammany						
Fulltime	12	\$41,933.24	13	46,446.16		352,619.90
Part time	2		0			6,013.50
State *	5		5			
NET	19	\$41,933.24	18			265,834.84
St Bernard						
Fulltime	3	\$8,963.66	3	9,291.66		68,393.63
Part time	0		0			0.00
State *	0		0			
NET	3	\$8,963.66	3	9,291.66		68,393.63
Plaquemines						
Fulltime	1	\$2,800.00	0			0.00
Parttime	0		0			0.00
State *	0		0			
NET	1	\$2,800.00	0	0.00		
Totals						
Fulltime	19	\$70,267.46	19	71,552.46		581,923.24
Parttime	4		1	1,383.28		17,605.47
State *	5		5			
NET	28	\$70,267.46	25	72,935.74		599,528.71

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

Labor Burden - 31%

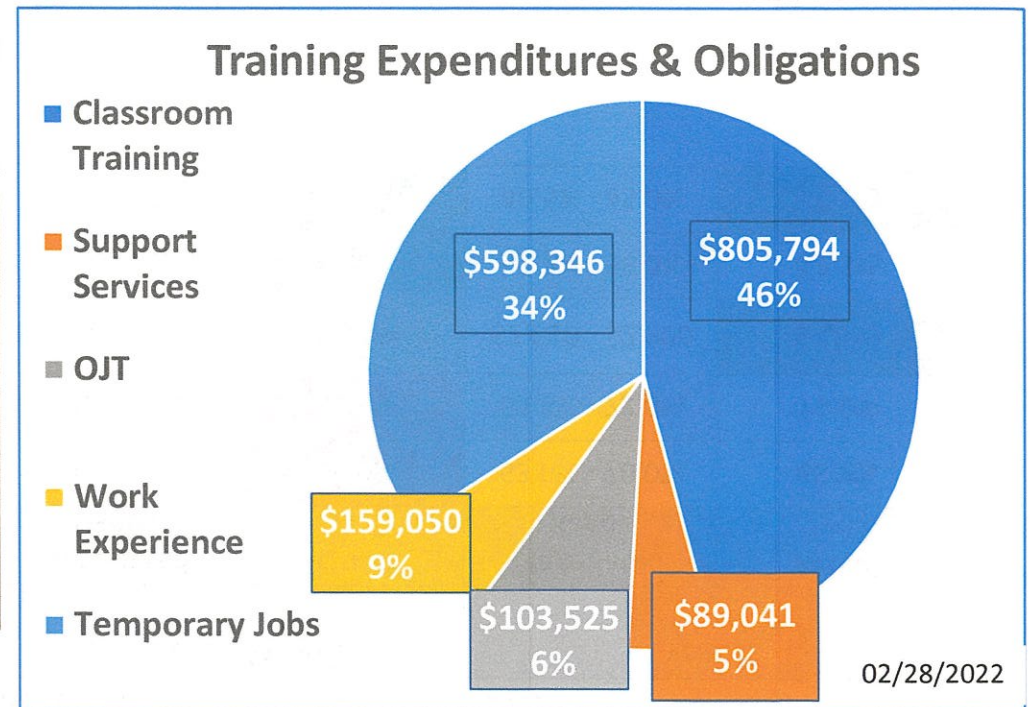
DASHBOARD REPORT for PROGRAM YEAR 2021/2022

March 2022 – 3rd Quarter

JOB SEEKER/PARTICIPANT SERVICES Through 2/28/2022					EMPLOYER SERVICES Through 2/28/2022				
	Center Foot Traffic YTD	Total # New Participants Jan – Feb 22	Total # Participants YTD	Total # in Training YTD	# New Employers Jan - Feb 22	# New Employers YTD	# New OJT Contracts YTD	# OJT Participants YTD	# of Successful OJT Completers YTD
ST. TAMMANY	3,798	33	430	194	23	112	17	26	14
ST. BERNARD / PLAQUEMINES	835 (835/0)	14	134	56	Not area specific due to technical reporting glitch			1	1

EMPLOYER CONSULTATIONS & CUSTOMIZED SERVICES 1/1/2021 TO 2/28/2022 <i>*bold denotes new/renewed Training Contract</i>	
ST. TAMMANY	All Saints Insurance, American Tradeshow, Big Easy Confections, Boatstuff , C-Innovations, Daybrook Fisheries, Globalstar , Hornbeck Offshore, Landreneau’s Trucking, Leaning Technical Services, Louisiana Dental Center, Patriot Government Services, Paul Ernest Custom Trim Work, PF Spam, Premier Industries, Resource Bank , Southern Preaux Builders, St. Tammany Parish Hospital , Textron Marine, Tulane NPRC , Walk-In Lab
ST. BERNARD / PLAQUEMINES	Midgulf Assoc of Stevedores, New Orleans Terminal, Nunez, Chevron

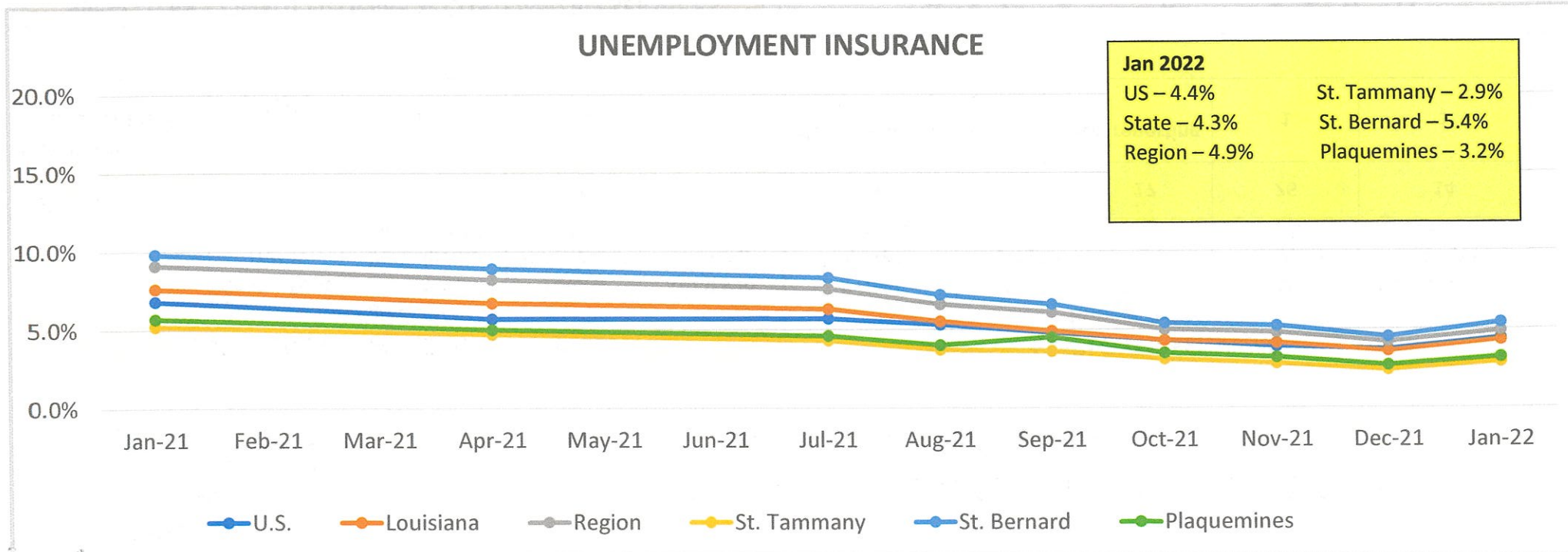
Hiring Events Held: **Schneider (2/4), Phillip 66 Job Fair (2/17)**
St. Tammany Parish School Board (2/24 & 2/25)
 Participated in IT Job Fair at NTCC (2/10)



Most Recent Federal Performance Measures: 2nd Quarter of PY 21 ending 12/31/21

Performance Measures	Adult		Dislocated Worker		Youth	
	Negotiated Range	Actual**	Negotiated Range	Actual**	Negotiated Range	Actual
Employed 2 nd Qtr After Exit	60.3% - 67.0%	67.8%	60.3% - 67.0%	60.0%	63.0% - 70.0%	65.2%
Employed 4 th Qtr After Exit***	60.3% - 67.0%	60.6%	61.2% - 68.0%	58.6%	64.8% - 72.0%	70.6%
Median Earnings (Quarterly)	\$5,580 - \$6,200	\$6,983	\$6,840 - \$7,600	\$7,783	\$2,610 - \$2,900	\$4,819
Earned Credential	70.2% - 78.0%	82.7%	70.2% - 78.0%	88.0%	52.2% - 58.0%	53.3%
Skills Gained During Training	55.8% - 62.0%	77.4%	62.1% - 69.0%	84.6%	40.5% - 45.0%	56.0%

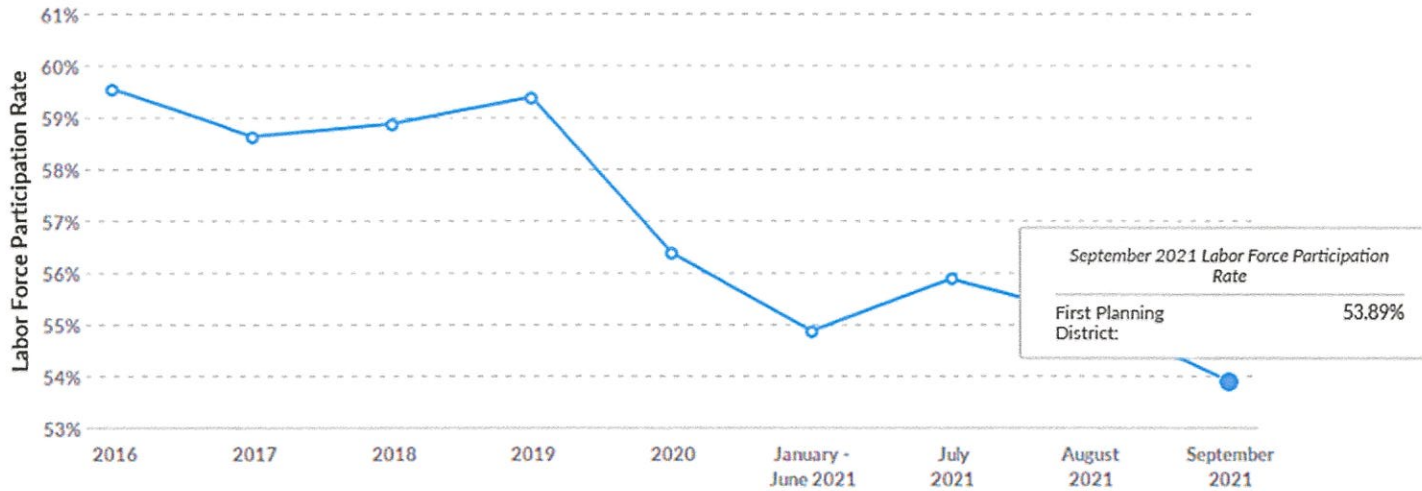
Green Exceeds range | White within range | Red below range |



DASHBOARD REPORT – March 2022 continued

ADDITIONAL STATISTICS

Labor Force Participation Rate Trends



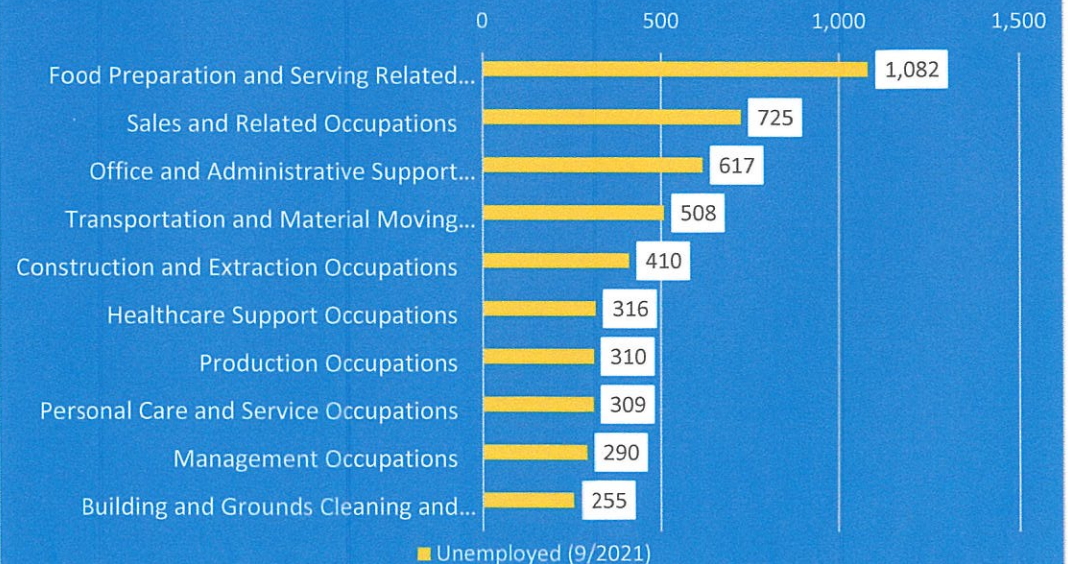
NATIONAL FEDERATION OF INDEPENDENT BUSINESSES (NFIB) SURVEY:

- 50% OF COMPANIES CAN'T FILL THEIR OPEN POSITIONS
- THAT NUMBER INCREASES TO 86% FOR BLUE-COLLAR POSITIONS

Solution Suggestions

1. If the job can be done remotely, hire remote workers
2. Assess if you need all the education requirements currently listed. Ask for the few key skills and then train them for the rest
3. Signing bonuses – Distribute over a period of time to keep workers on the job longer
4. Be specific about salary and benefits in your job descriptions

Unemployed and Seeking by Occupation



FUNDING STREAM	BALANCE OF FUNDS AS OF JANUARY 31, 2022	OBLIGATIONS THRU JUNE 30, 2022	BALANCE	OBLIGATIONS FOR NEW FY 2022/2023	LAST FISCAL YEAR CARRYOVER AMOUNTS 2021/2022
ADULT	\$356,136	Staff/Overhead \$ 67,580 Administration 37,005 OSO 4,050 Participants 139,532 \$248,167	\$107,969	\$51,706	\$266,045
DISLOCATED WORKER	\$634,951	Staff/Overhead \$187,405 Administration 48,936 OSO 11,700 Participants 73,685 \$321,726	\$313,225	\$9,481	\$275,301
YOUTH	\$394,016	Staff/Overhead \$116,360 Administration 33,453 OSO 6,750 JAG/United Way 50,332 Participants 137,644 \$344,539	\$49,477	\$23,929	\$386,108
DDWG COVID	\$984,692				
DDWG IDA	\$345,000				

RECOMMENDED ACTIONS:

- Request \$100,000 of additional Dislocated Worker/Adult funding for Work-Based Training activities
- Request \$250,00 additional Youth funds to support current and future youth projects
- Request line-item revision to Disaster Dislocated Worker Covid Grant to move \$400,000 from Temporary Jobs to Training to ensure spending of funds by end of grant (December 2022) and relieve pressure on Formula funds

ATTACHMENT VII

BUDGET INFORMATION SUMMARY

DDWG Maximum Contract Budget

DDWG Funded	Funding				Revised Funding	
	Contract Amount	Letter of Credit	Increase	(Decrease)	Contract Amount	Letter of Credit
COVID-19	2,032,984	2,032,984				
Total						

* Includes Program staff costs.

** "Other" may include staff travel, facilities, communications, supplies and instructional materials.

*** Indirect cost must conform to the cost rate and base approved by the cognizant approval agency.

Initial Contract Budget (i.e., the approved funding increment)

DDWG Letter of Credit Budget

	Allocation				Revised Allocation	
	Admin	Program	Increase	(Decrease)	Admin	Program
Personnel Services	195,298				195,298	
Other Admin	8,000				8,000	
Program Career Services		41,000	26,000			67,000
Training (OJT & Other Training)			400,000			400,000
Disaster ONLY Temporary Wages & Fringe		1,778,686		426,000		1,352,686
Disaster ONLY Supportive Services - PPE		5,000				5,000
Disaster ONLY Other Supportive Services		5,000				5,000
Equipment						
Other						
Total	203,298	1,829,686			203,298	1,829,686

Note: The Increase and Decrease columns reflect total program budget changes. These changes are included in the Revised Allocation column as appropriate and explained in the comments below.

**Review & Approval of
Modification to One-Stop Operator Contract
To add training/technical assistance component**

April 27, 2022 Board Meeting

Background: The FPD Administrative Office has lost over 60 years of combined experience within the last 3 months with the retirement of both the Fiscal Manager and Program Liaison. While the new staff (that have replaced these two experienced staff) are doing very well, they have a significant amount still to learn. These positions are a critical component of the program operations to ensure accountability both financially and within the WIOA law.

Recommendation: Add a training/technical assistance component to the One-Stop Operator Agreement for the next year to ensure the new administrative staff can continue to learn all aspects of the law and their positions. Would add an additional \$3700 to the current Agreement (which expires on June 30th, 2022) to cover this added component. Would add an additional \$20,000 for the new program year (July 1, 2022 through June 30, 2023). Consideration of this component for the following Fiscal Year would be contingent upon approval of extending the One-Stop Operator Agreement for an additional program year.

- Due to the retirement/ethics laws, FPD cannot rehire the Program Liaison on a part-time basis without significant restrictions
- The One-Stop Operator is open to adding this component to his agreement
- The recently retired Program Liaison would be interested in working part-time (no more than 16 hours a week) to provide training and technical assistance to the new staff as a contract employee of the One-Stop Operator
- This is all dependent on a favorable opinion from the Louisiana Board of Ethics

TRAVEL EXPENSES WHILE ON FPD BUSINESS - It is the policy of the FPD to reimburse employees for reasonable and necessary expenditures made by employees while on official and authorized business. All work related travel must be approved by appropriate supervisor prior to travel. Claims for reimbursement of travel expenses, other than mileage, shall be accompanied by original invoices and/or receipts showing proof of payment of such claims.

If an employee's work requires that he/she travel out of his/her home parish and such travel extends 12 hours or more, he/she will be reimbursed meal cost(s) based on the following limited amount(s):

Breakfast - \$10.00 (The 12 hour travel duration must begin at or before 6am)

Lunch - \$15.00 (Requires 12 hour duration in travel)

Dinner - \$25.00 (The 12 hour travel duration must end at or after 7pm.)

The above dollar amounts are the maximum per meal, including tip which must be documented on receipt.

Automobile mileage incurred for required FPD travel will be reimbursed, provided an FPD vehicle is not available for use. FPD will utilize the current state mileage rate.

Other travel costs, i.e., hotel, taxi, etc. are borne directly by FPD or reimbursed by FPD to the employee with proper documentation.

Below are some General Principles related to Travel and Expense reimbursements:

1. The Supervisor shall approve in advance any request for out-of-state or overnight travel.
2. The employee, to the extent which is reasonable and practical, shall obtain lodging which is most economical (e.g. single room at a regular or discount rate).
3. If the employee elects to be accompanied by his or her spouse and/or children, the receipts for lodging and meal expenses shall be noted with the additional cost to be paid by the employee.
4. The cost of alcoholic beverages and bar tabs are not reimbursable expenses.
5. Mileage shall not be paid for commuting from an employee's residence to the work place.
6. The maximum mileage reimbursements to an employee who chooses to drive in lieu of air travel shall not exceed the lowest reasonable cost of an airline ticket to the same destination or the actual mileage reimbursement, whichever is less.
6. Parking fees shall be reimbursed for actual cost based on submitted receipts.
7. All expense reimbursements presented are to be approved by signature of the Supervisor prior to submittal for payment.

6.5 Garnishment

"Garnishment" shall mean a deduction from an employee's pay, the purpose of which is to satisfy a debt. The FPD may deduct all funds associated with the garnishment disbursement per a judgment, all as required by a court order, together with all employer fees permitted by law. The Administration Office shall be immediately notified of any subject court order and shall affect the deduction from the employee's wages. The amount of said deduction shall be forwarded as directed in the court order.

6.6 Employee Performance Evaluations

Each employee must make every effort to perform the duties of his/her position in a satisfactory, efficient and effective manner, and must adhere to FPD policies and procedures.

Employee evaluation is a positive process with emphasis on the further development of the individual, the potential for assuming additional responsibility, and an organized program to increase productivity. It is a healthy and on-going process of relating performance to realistic standards, recognizing individual achievements, measuring degrees of improvements, and providing guidance for self-improvement. Ideally, the

“BECOMING A PURPOSE DRIVEN BOARD”

2022 RETREAT OUTCOMES

GOAL: Develop and Expand industry-driven career exposure, work-based learning and mentorship opportunities for young adults within the tri-parish area

PROPOSED NEXT STEPS:

1. Determine Desired outcomes
 - ▶ Ensure young adults have the opportunity to learn about and have exposure to careers/industries within the region
2. Conduct research to determine existing initiatives and create a depository for all related programs
3. Analyze data collected to determine “what’s missing”
4. Formulate a list of recommended activities (including scale and scope) that would be beneficial and add-value
5. Explore availability of needed resources and partners
6. Decide which initiatives are “doable” along with timeline and action steps for each

SUBSET of GOAL: Duplicate and expand 2021 pilot “Summer Youth Career Exploration Academy”

1. Invite additional partners and seek out more funding resources
2. Open project to both in-school and out-of-school youth
3. Implement project at Nunez Community College
4. Add “Industry Job Shadowing” component
5. Involve more employers