SECTION 1 – OVERVIEW/PLAN SUMMARY

The Local Workforce Development Board, Inc., (LWDB) of Lafourche, Assumption and Terrebonne Parishes within Region 3 are engaged in a Regional Plan that incorporates a Local Plan for LWDA #31. LWDB will continue to respond to the needs of the employers by drawing on strong partnerships between workforce, economic development, and education providers to promote a healthy economy where all customers of Region 3 are on a path to meaningful employment and a family sustaining wage; and all employers are able to fill jobs in demand. The LWDB’s focus is to build innovative workforce solutions that support economic development strategies in Region 3, LWDA #31.

SECTION II - STRATEGIC ELEMENTS

(a) ECONOMIC, WORKFORCE, and WORKFORCE DEVELOPMENT ACTIVITIES ANALYSIS

(1) Economic and Workforce Analysis

(A) Economic Analysis. The Combined Plan must include an analysis of the regional economic conditions and trends. This must include.

(i) Existing Demand Industry Sectors and Occupations. Provide an analysis of the industries and occupations for which there is existing demand.

According to the Louisiana Occupational Information System, the industries operating within the 3rd Regional Labor Market Area with the highest demand for labor in 2012 (2012 is the last period for which estimated employment has been provided) are Accommodation and Food Services, Administrative and Support and Waste Management and Remediation Services, Construction, Educational Services, Health Care and Social Assistance, Retail, Transportation/Warehousing, and mining. It should be noted that Mining, Administrative Support and Waste Management and Remediation Services, Construction, and Transportation/Warehousing are all directly related to the oil and gas and maritime manufacturing economies. (As demonstrated in the chart below, out of 22 industries in RLMA 3 for which data was kept, the 8 industries mentioned above consumed about 63.37% of RLMA 3’s total labor force.

<table>
<thead>
<tr>
<th>Industry Sectors and Occupations</th>
<th>Total Labor Force of 108,906</th>
<th>2012 Employed</th>
<th>Percentage Employed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation and Food Services</td>
<td></td>
<td>7,405</td>
<td>6.80%</td>
</tr>
<tr>
<td>Administrative, Waste Mgmt., and Remediation Services</td>
<td></td>
<td>5,749</td>
<td>5.28%</td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td>5,679</td>
<td>5.21%</td>
</tr>
<tr>
<td>Educational Services</td>
<td></td>
<td>6,572</td>
<td>6.03%</td>
</tr>
<tr>
<td>Health Care and Social Assistance</td>
<td></td>
<td>11,452</td>
<td>10.52%</td>
</tr>
<tr>
<td>Retail</td>
<td></td>
<td>11,348</td>
<td>10.42%</td>
</tr>
<tr>
<td>Transportation/Warehousing</td>
<td></td>
<td>13,496</td>
<td>12.39%</td>
</tr>
</tbody>
</table>
The occupations within RLMA 3 with high demand on both a historical and projected basis are reflected in the chart below. The chart also reflects that the highest paying demand jobs are found in the medical and oil and gas/maritime industries.

<table>
<thead>
<tr>
<th>Occupational Title</th>
<th>2013 Estimate</th>
<th>2022 Projected</th>
<th>10 Year Growth</th>
<th>2014 State Annual Average Wage</th>
<th>Most Significant Source of Education or Training</th>
<th>Work Experience</th>
<th>Job Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laborers and Freight Stock, and Material Movers, Hand</td>
<td>2,940</td>
<td>3,670</td>
<td>730</td>
<td>$25,415</td>
<td>Less than high school</td>
<td>None</td>
<td>Short-term on-the-job training</td>
</tr>
<tr>
<td>Light Truck or Delivery Services Drivers</td>
<td>730</td>
<td>840</td>
<td>110</td>
<td>$31,547</td>
<td>High school diploma or equivalent</td>
<td>None</td>
<td>Short-term on-the-job training</td>
</tr>
<tr>
<td>Office Clerks, General</td>
<td>2,140</td>
<td>2,320</td>
<td>180</td>
<td>$24,267</td>
<td>High school diploma or equivalent</td>
<td>None</td>
<td>Short-term on-the-job training</td>
</tr>
<tr>
<td>Accountants and Auditors</td>
<td>500</td>
<td>600</td>
<td>100</td>
<td>$62,943</td>
<td>Bachelor’s degree</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>First Line Supervisors of Office and Administrative</td>
<td>1,190</td>
<td>1,370</td>
<td>180</td>
<td>$46,179</td>
<td>Associate’s Degree</td>
<td>Less Than 5 years</td>
<td>None</td>
</tr>
<tr>
<td>Bookkeeping, Accounting and Auditing Clerks</td>
<td>1,230</td>
<td>1440</td>
<td>210</td>
<td>$34,681</td>
<td>Associate’s Degree</td>
<td>None</td>
<td>Moderate term on-the-job training</td>
</tr>
<tr>
<td>Personal Care Aides</td>
<td>1,000</td>
<td>1,420</td>
<td>420</td>
<td>$17,965</td>
<td>Less Than High School</td>
<td>None</td>
<td>Short-term on-the-job training</td>
</tr>
<tr>
<td>Sales Representatives Wholesale and manufacturing</td>
<td>1,160</td>
<td>1380</td>
<td>220</td>
<td>$59,587</td>
<td>Postsecondary non-degree award</td>
<td>None</td>
<td>Moderate on-the-job training</td>
</tr>
</tbody>
</table>
|--------------------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------------------|-----------------
| Secretaries and Administrative Assistants, Except Medical and Executive  | 2,290               | 2,720               | 420                 | $29,404             | Postsecondary non-degree award      | None
|                                                                           |                     |                     |                     |                     | None                                | Short-term on-the-job training
| OIL AND GAS MARITIME                                                     | 740                 | 870                 | 130                 | $47,394             | Postsecondary non-degree award      | None
|                                                                           |                     |                     |                     |                     | Apprentice ship                      | None
| Riggers                                                                  | 1,160               | 1,610               | 460                 | $36,825             | Postsecondary non-degree award      | None
|                                                                           |                     |                     |                     |                     | Short-term on-the-job training      | None
| Welders, Cutters, Solderers, and Brazers                                 | 2,870               | 3,410               | 530                 | $43,934             | Postsecondary non-degree award      | None
|                                                                           |                     |                     |                     |                     | Moderate term on-the-job training   | None
| First-Line Supervisors of Production and Operating Workers               | 940                 | 1,070               | 130                 | $68,135             | Postsecondary non-degree award      | Less Than 5 years
|                                                                           |                     |                     |                     |                     | None                                | None
| Industrial Machinery Mechanics                                           | 380                 | 510                 | 130                 | $48,862             | Postsecondary non-degree award      | None
|                                                                           |                     |                     |                     |                     | Long Term on-the-job training       | None
| First-Line Supervisors of Construction Trades and Extraction Workers     | 780                 | 910                 | 130                 | $62,008             | High School diploma or equivalent   | 5 years or more
|                                                                           |                     |                     |                     |                     | None                                | None
| Helpers--Production Workers                                              | 820                 | 940                 | 120                 | $28,699             | Less than High School               | None
|                                                                           |                     |                     |                     |                     | Short term on-the-job training      | None
| First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators | 460 | 600 | 140 | $58,510 | Postsecondary non-degree award | Less Than 5 years |
|                                                                           |                     |                     |                     |                     | None                                | None
| Mobile Heavy Equipment Mechanics, Except Engines                          | 460                 | 570                 | 110                 | $43,722             | Postsecondary non-degree award      | None
|                                                                           |                     |                     |                     |                     | Long term on-the-job training       | None
| Sailors and Marine Oilers                                               | 2,350               | 3,170               | 820                 | $42,947             | Postsecondary non-degree award      | None
|                                                                           |                     |                     |                     |                     | Moderate term on-the-job training   | None
| Crane and Tower Operators                                                | 540                 | 700                 | 160                 | $48,657             | Postsecondary non-degree award      | Less Than 5 years
|                                                                           |                     |                     |                     |                     | Moderate term on-the-job training   | None
<table>
<thead>
<tr>
<th>Occupation</th>
<th>Employment</th>
<th>Earnings</th>
<th>Highest Degree Required</th>
<th>Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heavy and Tractor-Trailer Truck Drivers</td>
<td>1,830</td>
<td>$38,832</td>
<td>Postsecondary non-degree award</td>
<td>None Short term on-the Job training</td>
</tr>
<tr>
<td>First-Line Supervisors of Mechanics, Installers, and Repairers</td>
<td>460</td>
<td>$61,977</td>
<td>Postsecondary non-degree award</td>
<td>Less Than 5 years None</td>
</tr>
<tr>
<td>Service Unit Operators, Oil, Gas, and Mining</td>
<td>1,360</td>
<td>$50,110</td>
<td>Postsecondary non-degree award</td>
<td>None Moderate term on-the Job training</td>
</tr>
<tr>
<td>Plumbers, Pipefitters, and Steamfitters</td>
<td>490</td>
<td>$45,711</td>
<td>Postsecondary non-degree award</td>
<td>None Apprenticeship</td>
</tr>
<tr>
<td>Structural Iron and Steel Workers</td>
<td>280</td>
<td>$43,792</td>
<td>High School Diploma or equivalent</td>
<td>None Apprenticeship</td>
</tr>
<tr>
<td>Operating Engineers and Other Construction Equipment Operators</td>
<td>1,100</td>
<td>$39,230</td>
<td>High School Diploma or equivalent</td>
<td>None Moderate term on-the Job training</td>
</tr>
<tr>
<td>Maintenance and Repair Workers, General</td>
<td>1,900</td>
<td>$35,863</td>
<td>High School Diploma or equivalent</td>
<td>None Long term on-the Job training</td>
</tr>
<tr>
<td>Structural Metal Fabricators and Fitters</td>
<td>660</td>
<td>$42,449</td>
<td>High School Diploma or equivalent</td>
<td>None Moderate term on-the Job training</td>
</tr>
<tr>
<td>Painters, Construction and Maintenance</td>
<td>560</td>
<td>$35,469</td>
<td>Postsecondary non-degree award</td>
<td>None Moderate term on-the Job training</td>
</tr>
<tr>
<td>HEALTH CARE AND ASSISTANCE Registered Nurses</td>
<td>1,350</td>
<td>$60,188</td>
<td>Associates degree</td>
<td>None None</td>
</tr>
<tr>
<td>Licensed Practical and Licensed Vocational Nurses</td>
<td>1,130</td>
<td>$37,798</td>
<td>Postsecondary non-degree award</td>
<td>None None</td>
</tr>
<tr>
<td>Nursing Assistants</td>
<td>780</td>
<td>$20,598</td>
<td>Postsecondary non-degree award</td>
<td>None None</td>
</tr>
<tr>
<td>Medical Assistants</td>
<td>340</td>
<td>$26,722</td>
<td>Postsecondary non-degree award</td>
<td>None None</td>
</tr>
<tr>
<td>Accommodation and Food Service Cooks,</td>
<td>740</td>
<td>$21,824</td>
<td>Postsecondary non-degree award</td>
<td>Less Than 5 years Moderate term on-the Job training</td>
</tr>
</tbody>
</table>
Restaurant Janitors and Cleaners, Except Maids and Housekeeping Cleaners 1,090 1,250 160 $21,097 Less than high school None Short term on-the-Job training

Waiters and Waitresses 1,490 1,620 120 $19,350 Less than high school None Short term on-the-Job training

Combined Food Preparation and Serving Workers, Including Fast Food 1,790 2,090 290 $17,499 Less than high school None Short term on-the-Job training

First-Line Supervisors of Retail Sales Workers 1,530 1,640 110 $37,383 Postsecondary non-degree award Less than 5 years None

RETAIL Cashiers 3,490 3,670 180 $18,510 High School Diploma or equivalent None Short term on-the-Job training

Retail Salespersons 2,520 2,800 280 $24,399 High School Diploma or equivalent None Short term on-the-Job training

(ii) Emerging Demand Industry Sectors and Occupations. Provide an analysis of the industries and occupations for which demand is emerging.

RLMA 3’s economy has a long history of dominance by those industries engaged in the oil and gas and maritime sectors. There have been little in the way of economic diversity and few attempts to diversify the portfolio of businesses with RLMA 3 which reflects a lack of emerging demand industries.

Within the last year, there has been one company that has been active in attempting to establish a biofuel enterprise that produces fuel from sugar cane. This company has placed job order requests for those positions shown below.

- Process Technicians
- Heavy Equipment Operators
- Material Handlers
- Laboratory Technicians
- Purchaser
- EHS Manager
- Instrument/Electrical Technicians
- Mechanical Technicians
- Maintenance Technicians
- Project Assistant B2X
- Biofuels Process Technicians
- Maintenance Manager
- B2X Lab Director
(iii) **Employers’ Employment Needs.** With regard to the industry sectors and occupations identified in (A) (i) and (ii), provide an assessment of the employment needs of employers, including a description of the knowledge, skills, and abilities required, including credentials and licenses.

In the last RLMA 3 survey published by the Louisiana Workforce Commission, 22.7% of the employer respondents reported finding qualified applicants or applicants with experience. In addition, 12.2% of employer respondents reported difficulty in finding applicants with the specific experience, training skills and/or certification that they were seeking.

Below is a breakdown of the educational, training, experience and licensing requirements for each of the demand industries within RLMA 3.

As demonstrated in the chart below, none of the demand occupations within those industries engaged in the oil and gas and maritime sectors require a college degree. The majority of the occupations require post-secondary training that does not necessarily lead to a degree. Six of the occupations require a certification that is achieved through post-secondary training. Four of the occupations require licensure. Fourteen of the occupations require no previous experience and six of the occupations require on the job training.

### Oil and Gas/Maritime

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Educational Requirements</th>
<th>Experience</th>
<th>Job Training</th>
<th>Lic. Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricians</td>
<td>Post-Secondary non-degree award</td>
<td>None</td>
<td>Apprenticeship</td>
<td></td>
</tr>
<tr>
<td>Riggers</td>
<td>Post-Secondary non-degree award</td>
<td>None</td>
<td>Short-term on-the-job training</td>
<td></td>
</tr>
<tr>
<td>Welders, Cutters, Solderers, and Brazers</td>
<td>Post-Secondary non-degree award</td>
<td>None</td>
<td>Moderate on-the-job training</td>
<td>Certificate Available</td>
</tr>
<tr>
<td>First Line Supervisors of Production and Operating Workers</td>
<td>Post-Secondary non-degree award</td>
<td>Less than 5 years</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Industrial Machinery Mechanics</td>
<td>Post-Secondary non-degree award</td>
<td>None</td>
<td>Long-term on-the-job training</td>
<td>Certificate Available</td>
</tr>
<tr>
<td>First Line Supervisors of Construction Trades and Extraction Workers</td>
<td>High School diploma or equivalent</td>
<td>5 years or more</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Helpers--Production Workers</td>
<td>Less than high school</td>
<td>None</td>
<td>Short term on the job training</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td>Education Level</td>
<td>Experience</td>
<td>Certification/Training</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>------------------</td>
<td>------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>First-Line Supervisors of Transportation and Material-Moving Machine</td>
<td>Post-Secondary non-degree</td>
<td>Less than 5 years</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>and Vehicle Operators</td>
<td>award</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Heavy Equipment Mechanics, Except Engines</td>
<td>Post-Secondary non-degree</td>
<td>None</td>
<td>Long term on-the-job training</td>
<td></td>
</tr>
<tr>
<td>and Vehicle Operators</td>
<td>award</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sailors and Marine Oilers</td>
<td>Post-Secondary non-degree</td>
<td>None</td>
<td>Moderate on-the job training</td>
<td></td>
</tr>
<tr>
<td>Crane and Tower Operators</td>
<td>Post-Secondary non-degree</td>
<td>Less than 5 years</td>
<td>Moderate on-the job training</td>
<td></td>
</tr>
<tr>
<td>Heavy and Tractor-Trailer Truck Drivers</td>
<td>Post-Secondary non-degree</td>
<td>None</td>
<td>Short term on-the job training</td>
<td></td>
</tr>
<tr>
<td>First-Line Supervisors of Mechanics, Installers, and Repairers</td>
<td>Post-Secondary non-degree</td>
<td>Less than 5 years</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Service Unit Operators, Oil, Gas, and Mining</td>
<td>Post-Secondary non-degree</td>
<td>None</td>
<td>Moderate term on-the job training</td>
<td></td>
</tr>
<tr>
<td>Plumbers, Pipefitters, and Steamfitters</td>
<td>Post-Secondary non-degree</td>
<td>None</td>
<td>Apprenticeship</td>
<td></td>
</tr>
<tr>
<td>Structural Iron and Steel Workers</td>
<td>High School diploma or</td>
<td>None</td>
<td>Apprenticeship</td>
<td></td>
</tr>
<tr>
<td>Operating Engineers and Other Construction Equipment Operators</td>
<td>equivalent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance and Repair Workers, General</td>
<td>High School diploma or</td>
<td>None</td>
<td>Long term on-the job training</td>
<td></td>
</tr>
<tr>
<td>Structural Metal Fabricators and Fitters</td>
<td>equivalent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Painters, Construction and Maintenance</td>
<td>Post-Secondary non-degree</td>
<td>None</td>
<td>Moderate term on-the job training</td>
<td></td>
</tr>
</tbody>
</table>
In the Health Care and Social Assistance Industry, 1 out of the 4 demand jobs requires an associate degree. The remaining 3 jobs require some post-secondary training without degree attainment.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Educational Requirements</th>
<th>Experience</th>
<th>Job Training</th>
<th>Lic. Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Nurses</td>
<td>Associates degree</td>
<td>None</td>
<td>None</td>
<td>Lic. Required</td>
</tr>
<tr>
<td>Licensed Practical and Licensed Vocational Nurses</td>
<td>Postsecondary non-degree award</td>
<td>None</td>
<td>None</td>
<td>Lic. Required</td>
</tr>
<tr>
<td>Nursing Assistants</td>
<td>Postsecondary non-degree award</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Medical Assistants</td>
<td>Postsecondary non-degree award</td>
<td>None</td>
<td>None</td>
<td>Cert. Available</td>
</tr>
</tbody>
</table>

With regard to the Accommodation and Food Service Industry, only people engaged in occupations as cooks require some post-secondary educational training. The remaining 3 occupations only require on the job training.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Educational Requirements</th>
<th>Experience</th>
<th>Job Training</th>
<th>Lic. Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooks, Restaurant</td>
<td>Postsecondary non-degree award</td>
<td>Less than 5 years</td>
<td>Moderate –Term on the job training</td>
<td>None</td>
</tr>
<tr>
<td>Janitors and Cleaners, Except Maids and Housekeeping Cleaners</td>
<td>Less than high school</td>
<td>None</td>
<td>Short-term on-the-job training</td>
<td>None</td>
</tr>
<tr>
<td>Waiters and Waitresses</td>
<td>Less than high school</td>
<td>None</td>
<td>Short-term on-the-job training</td>
<td>None</td>
</tr>
<tr>
<td>Combined Food Preparation and Serving Workers, Including Fast Food</td>
<td>Less than high school</td>
<td>None</td>
<td>Short-term on-the-job training</td>
<td>None</td>
</tr>
</tbody>
</table>

In the Retail Industry, only supervisors require some post-secondary training without degree attainment. Cashiers and salespersons require only short-term on the job training.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Educational Requirements</th>
<th>Experience</th>
<th>Job Training</th>
<th>Lic. Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cashiers</td>
<td>High School diploma or equivalent</td>
<td>None</td>
<td>Short –Term on the job training</td>
<td>Lic. Req.</td>
</tr>
<tr>
<td>Retail Salespersons</td>
<td>High School diploma or equivalent</td>
<td>None</td>
<td>Short –Term on the job training</td>
<td>Lic. Req.</td>
</tr>
<tr>
<td>First-Line Supervisors of Retail Sales Workers</td>
<td>Postsecondary non-degree award</td>
<td>Less than 5 years</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
When reviewing those demand occupations that are spread across all of RLMA 3’s industries, three require Bachelor’s Degrees, two require Associate Degrees, and the remainder requires high school diplomas or less.

### ALL INDUSTRIES

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Educational Requirements</th>
<th>Experience</th>
<th>Job Training</th>
<th>Lic. Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laborers and Freight, Stock, and Material Movers, Hand</td>
<td>Less than high school</td>
<td>None</td>
<td>Short –Term on the job training</td>
<td></td>
</tr>
<tr>
<td>Light Truck or Delivery Services Drivers</td>
<td>High School diploma or equivalent</td>
<td>None</td>
<td>Short –Term on the job training</td>
<td></td>
</tr>
<tr>
<td>Office Clerks, General</td>
<td>High School diploma or equivalent</td>
<td>None</td>
<td>Short –Term on the job training</td>
<td></td>
</tr>
<tr>
<td>Sales Managers</td>
<td>Bachelor’s Degree</td>
<td>Less Than 5 years</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Financial Manager</td>
<td>Bachelor’s Degree</td>
<td>5 years or more</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Accountants and Auditors</td>
<td>Bachelor’s Degree</td>
<td>None</td>
<td>None</td>
<td>Lic. Required</td>
</tr>
<tr>
<td>First-Line Supervisors of Office and Administrative Support Workers</td>
<td>Associate’s Degree</td>
<td>Less than 5 years</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Bookkeeping, Accounting, and Auditing Clerks</td>
<td>Associate’s Degree</td>
<td>None</td>
<td>Moderate –Term on the job training</td>
<td>Cert. Available</td>
</tr>
<tr>
<td>Personal Care Aides</td>
<td>Less than high school</td>
<td>None</td>
<td>Short-term on-the-job training</td>
<td>Cert. Available</td>
</tr>
<tr>
<td>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</td>
<td>Postsecondary non-degree award</td>
<td>None</td>
<td>Moderate -term on-the-job training</td>
<td></td>
</tr>
<tr>
<td>Customer Service Representatives</td>
<td>Postsecondary non-degree award</td>
<td>None</td>
<td>Short-term on-the-job training</td>
<td></td>
</tr>
<tr>
<td>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</td>
<td>Postsecondary non-degree award</td>
<td>None</td>
<td>Short-term on-the-job training</td>
<td>Cert. Available</td>
</tr>
<tr>
<td>Shipping, Receiving, and Traffic Clerks</td>
<td>Postsecondary non-degree award</td>
<td>None</td>
<td>Short-term on-the-job training</td>
<td></td>
</tr>
</tbody>
</table>
Workforce Analysis. The combined plan must include an analysis of the current workforce, including individuals with barriers to employment, as defined in section 3 of WIOA. This population must include individuals with disabilities among other groups in the Regional/Local areas identified by the state.

(i) Employment and Unemployment. Provide an analysis of current employment and unemployment data, including labor force participation rates, and trends in the Regional/Local.

RLMA 3’s Labor Force has shrunk by 9035 workers from May 2015 to April 2016 (the last month for which data is available. This shrinkage is due to workers leaving the area due to a decline in jobs in those industries engaged in the oil and gas sector which dominates the region’s economy. The last labor market report indicated that RLMA 3 consisted of 96738 workers as compared to 105773 workers in May of 2015.
Workforce Development Area 31 has averaged a 5.7% unemployment rate over the past 12 months. The unemployment rate climbed slightly from 5.8% in May of 2015 to 6.3% in April of 2016. The increase in the unemployment rate is attributable to weakness in those industries engaged in the oil and gas sector of the economy.

The only years for which data is readily available relative to the participation rates are 2011 through 2014. There was little change in the participation rates for this period as indicated in the chart below.

(ii) Labor Market Trends. Provide an analysis of key labor market trends, including across existing industries and occupations.

As is evidenced in the chart below, past trends will remain intact according to projections given for those industry sectors that are expected to add the most jobs. The trend is for business engaged in the general oil and gas industry to continue adding the most jobs. Those oil and gas related companies are found in mining, transportation, manufacturing,
waste services, and construction. Other industries projected to add greater than average numbers of jobs are medical, retail, and educational services.

The information industry is the only industry in LWDA 31 expected to lose jobs due to declines in hiring in the publishing and telecommunications sub-industries.

The chart below shows those occupations that are trending upward and expected to experience the greatest demand through the year 2022.

<table>
<thead>
<tr>
<th>Occupational Title</th>
<th>10 Year Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laborers and Freight, Stock, and Material Movers, Hand</td>
<td>730</td>
</tr>
<tr>
<td>Welders, Cutters, Solderers, and Brazers</td>
<td>530</td>
</tr>
<tr>
<td>First-Line Supervisors of Production and Operating Workers</td>
<td>130</td>
</tr>
<tr>
<td>Industrial Machinery Mechanics</td>
<td>130</td>
</tr>
<tr>
<td>First-Line Supervisors of Construction Trades and Extraction Workers</td>
<td>130</td>
</tr>
<tr>
<td>Helpers--Production</td>
<td>120</td>
</tr>
<tr>
<td>Workers</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators</td>
<td>140</td>
</tr>
<tr>
<td>Mobile Heavy Equipment Mechanics, Except Engines</td>
<td>110</td>
</tr>
<tr>
<td>Sailors and Marine Oilers</td>
<td>820</td>
</tr>
<tr>
<td>Crane and Tower Operators</td>
<td>160</td>
</tr>
<tr>
<td>Heavy and Tractor-Trailer Truck Drivers</td>
<td>300</td>
</tr>
<tr>
<td>Service Unit Operators, Oil, Gas, and Mining</td>
<td>160</td>
</tr>
<tr>
<td>Plumbers, Pipefitters, and Steamfitters</td>
<td>90</td>
</tr>
<tr>
<td>Operating Engineers and Other Construction Equipment Operators</td>
<td>160</td>
</tr>
<tr>
<td>Maintenance and Repair Workers, General</td>
<td>420</td>
</tr>
<tr>
<td>Structural Metal Fabricators and Fitters</td>
<td>140</td>
</tr>
<tr>
<td>Painters, Construction and Maintenance</td>
<td>140</td>
</tr>
<tr>
<td>Registered Nurses</td>
<td>190</td>
</tr>
<tr>
<td>Licensed Practical and Licensed Vocational Nurses</td>
<td>160</td>
</tr>
<tr>
<td>Nursing Assistants</td>
<td>100</td>
</tr>
<tr>
<td>Medical Assistants</td>
<td>80</td>
</tr>
<tr>
<td>Cooks, Restaurant</td>
<td>150</td>
</tr>
<tr>
<td>Janitors and Cleaners, Except Maids and</td>
<td>160</td>
</tr>
</tbody>
</table>
Housekeeping Cleaners

Waiters and Waitresses 120

Combined Food Preparation and Serving Workers, Including Fast Food 290

First-Line Supervisors of Retail Sales Workers 110

Cashiers 180
Retail Salespersons 280

(iii) **Education and Skill Levels of the Workforce.** Provide an analysis of the educational and skill levels of the workforce.

A review of the educational and skills level of the workforce in WFDA 31 shows that over 77% of the population between the ages of 18 and 24 has earned a high school diploma or higher level of education and over 85% of those older than 25 years have earned a high school diploma or higher level of education. Both data sets show that more than 25% have achieved some type of postsecondary education.

<table>
<thead>
<tr>
<th>Education Level</th>
<th>25 and Older</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 9th Grade</td>
<td>6.3%</td>
</tr>
<tr>
<td>9th to 12th no diploma</td>
<td>7.5%</td>
</tr>
<tr>
<td>H.S. Grad</td>
<td>36.0%</td>
</tr>
<tr>
<td>Some College no degree</td>
<td>22.0%</td>
</tr>
<tr>
<td>Associates Degree</td>
<td>4.7%</td>
</tr>
<tr>
<td>Bachelors</td>
<td>16.5%</td>
</tr>
<tr>
<td>Graduate or Professional</td>
<td>6.5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age Group</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>18 to 24</td>
<td></td>
</tr>
<tr>
<td>Less than H.S.</td>
<td>32.1%</td>
</tr>
<tr>
<td>H.S. Grad</td>
<td>36.2%</td>
</tr>
<tr>
<td>Some college or Associate</td>
<td>25.2%</td>
</tr>
<tr>
<td>Bachelor's Degree</td>
<td>6.5%</td>
</tr>
</tbody>
</table>
A review of the demand occupations in WFDA 31 shows that 50% require some postsecondary training. Only 10.9% require a Bachelor’s degree.

<table>
<thead>
<tr>
<th>Demand Job Educational Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>6.5%</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>10.9%</td>
</tr>
<tr>
<td>High school Diploma</td>
<td>19.6%</td>
</tr>
<tr>
<td>Less than High School</td>
<td>13.0%</td>
</tr>
<tr>
<td>Postsecondary non-degree</td>
<td>50.0%</td>
</tr>
</tbody>
</table>

Educational data points to an opportunity for WFDA 31’s workforce development system to deploy assets toward the attainment of postsecondary training for the area’s workforce.

(iv) Skills Gap

Region 3, will continue to foster a dynamic, integrated and market driven workforce development system that identifies demand occupations in our area and targets the necessary education and skills needed to meet the changing needs of the local area.

Education and training for the ten (10) year growth preparation will be based upon strong collaboration and coordination from the six (6) Core Partners. All programs, either directly or indirectly will address the needs of the workforce to increase the percentage of students graduating with a high school diploma. Only 50% of the demand occupations require a post-secondary non-degree to secure employment in Region 3.

(2) Workforce Development, Education and Training Activities Analysis. The Combined Plan must include an analysis of the workforce development activities, including education and training in the Region, to address the education and skill needs of the workforce, as identified in (a)(1)(B)(iii) above, and the employment needs of employers, as identified in (a)(1)(A)(iii) above.

Strategies are in place to promote and develop ongoing and sustained strategic partnerships that include business and industry, economic development, the workforce system, and education partner, community colleges for the purpose of continuously identifying workforce challenges and developing solutions to targeted industries’ workforce challenges.

The spirit of collaboration and coordination improve the services to both business and job seeker customers.

(A) As part of partnership cohesiveness and strength of the workforce system, the Memorandum of Understanding illustrates the workforce activities to be administered in Region 3. Collaboration are at a “Work in Progress” stage in bringing partners together in identifying skills and resources needed by both the job seeker and employer.
Strengths:

- The system recognizes that there is a need for employers to come to the table so that the workforce can prepare the job seeker to fulfill their need;
- The majority of jobs in Region 3 can be obtained without a college degree;
- Placement in occupations which are trending upward in Region 3 only require some form of credential on a non-degreed level;
- Memorandum of Understanding with various mandated Partners to make themselves and their services available for public access through the One-Stop system.
- The Education system through “Jumpstart” is addressing those soft skills that are needed to secure and maintain employment.

Weaknesses:

- More postsecondary skills training needed;
- Most graduating out of high school lack soft skills to acquire/maintain employment;
- Rural area customers are often difficult to reach due to additional barriers not being addressed.

Region 3 has the educational capacity via college, technical colleges and other training instructions which have the capability to train customers in demand occupations. Three (3) Business and Career Solutions Centers are housed in each of the Parishes of Lafourche, Assumption and Terrebonne for the purpose of assisting with funds to enroll at an eligible training provider institution.

(b) **REGIONAL STRATEGIC VISION AND GOALS:**

1. **Vision** - In compliance with the State’s strategy and vision, the LAT Workforce Development Board, Inc. (LWDB) will continue working towards a skilled workforce in a demand driven business environment, which will ensure productive employees and improve quality of life for all job seekers.

2. **Goals** - Describe the goals for achieving this vision based on the analysis of the Regional/Local’s economic conditions, workforce and workforce development activities.

(A) **Goals for preparing an educated and skilled workforce, including preparing youth and individuals with barriers to employment and other populations.**

- Providing services to businesses and job seekers which will be locally driven and focused on high demand occupations and high paying jobs;
- Priority of services will be given to adults on public assistance, youth, low income individuals, Veterans and other special populations;
- Continue to build on an integrated staff system solution approach in alignment across Partner programs;
• Address barriers as they relate to undeveloped areas of the current system’s delivery of employment and training services in the Local Workforce Development Area;

(B) **Goals for meeting the skilled workforce needs of employers.**

• Enforce a seamless integrated system consisting of both educational opportunities to match that required by business and industry;
• Leverage Partner resources through the one stop system to maximize services to businesses;
• Empower job seekers to gain skills required in demand occupations;
• Ensure a continuum of education and training opportunities toward achieving self-sufficiency that supports a locally driven economy.

The Local Workforce Development Board Partners will work together to achieve the vision for Region 3 and the One Stop System.

(3) **PERFORMANCE GOALS**

The LWC submits to the LWDB a performance accountability report. This report allows the LWDB to see, at a glance, if performance goals are being met. Region 3 also measures the success of its Youth Programs by using an internal database to track performance of clients. It is always LWDB’s intent to either meet or exceed performance.

(c) **Regional Strategy**

(1) **Taking into account analysis described in subparagraphs (a)(1), a strategy to work with the entities that carry out the core programs to align resources available to the local area, to achieve the strategic vision and goals described in subparagraph (b)(1)(2):**

LWDA services economically disadvantaged, Veterans, disabled individuals, individuals returning to work, individuals on public assistance, youth, as well as the universal population seeking or interested in employment opportunities. The LWDA will encourage reaching out to those individuals residing in Rural areas of the Region who are not just economically disadvantaged, but those persons in need of basic academic education, basic workplace skills, labor market information and intensive job search assistance. Partnership with Vocational Rehabilitation will link those individuals to WIOA service who are in need of training accommodations. Educational skills and work skills are a must to achieve a robust workforce in Region 3. Priority occupational areas and industry sectors will be identified for Region 3 in collaboration with Core Partners and local providers.

Through collaboration with the educational system, the LWDA should be able to identify which Career Pathways will align with the demands of industries in Region 3. LWDA envisions that core partners will jointly develop priority pathways, including entry,
transition, and exit points. Through the Individual Employment Plan (IEP) Case Managers assist eligible WIOA customers with identifying and recognizing their career pathway.

Individuals with barriers to employment have access to a one-stop Business and Career Solutions Center in all three parishes of Lafourche, Assumption and Terrebonne. Through electronic resources and HIRE, access to job listings, job search, and all one stop center programs and information sources are available. Staff is available to help individuals use the services from the Business and Career Solutions Center and in part through Wagner-Peyser. Dislocated Workers, Veterans, Adult and Youth services are also available in Region 3. All applicable Core services are available at the three locations.

LWDA is currently engaged with partner agencies to solidify the MOU. Once the MOU is executed partners will be able to specifically work with their clients in registering for work, screening available job openings, reviewing eligibility criteria for both training and other services, and labor market information. The affiliate partners currently housed in the one stop centers consist of the Urban League of Greater New Orleans which services individuals who are in need of pre-employment skills training; Incumbent Worker Program that works strongly with business, industry and training providers by assisting them with the development of skills of existing employees; Business and Career Solutions Centers, which services adults, youth and dislocated workers, offers a wide range of services, including but not limited to pre-employment and supportive services and placement in training activities; Wagner Peyser offers job seeker services and employer services on a delivery approach of self-service, facilitated self-help and staff assisted.

(2) A description of the workforce development system in the local area that identifies the programs that are included in that system and how the local board will work with the entities carrying out core programs and other workforce development programs to support alignment to provide services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), that support the strategy identified in the State plan under section 102(b)(1)(E);

The Local Workforce Development System for Region 3, LWDA #31 consist of WIOA Board members, from both public and private industries. Representatives from each core program are also members of the Local Workforce Development Board. The following describes the alignment:

- Adult Program (Title II)
- Dislocated Worker Program (Title 1)
- Youth Program (Title 1)

Alignment of WIOA services at the One Stop centers are procured through an RFP process. The local board approves contracts that render a holistic system which offers both businesses and job seekers access to a full range of workforce development services and benefits. Regional and local residents are eligible to utilize the WIOA Career services
through the one-stop system. The Business and Career Solutions centers also offer training services to eligible WIOA customers. Satellite sites are available throughout Region 3 in both Lafourche and Assumption Parishes. The system allows customer’s access to basic career services, telephone access, publications and other media resources and information and services through the HIRE System, providing information about the labor market and unemployment insurance, as well as information about Partner Programs. The customer engages in a Self-Service System which allows for a broader customer choice.

The Local Workforce Development Board will continue to work closely with education, business and with other Partners to identify the potential workforce shortage. The workforce system Partners continue to collaborate to determine the services that are needed and how each partner should assist business and job seekers in improving the education and training skills that will help overcome barriers to employment.

For the employment seeking individuals that are Job Ready, there are provisions available through the HIRE system including Labor Market information, career guidance and job search.

The Public assistance recipients who need information about the labor market, job training, career guidance, case management services or transition assistance can take advantage of the services in the one stop system as well.

The one stop system can accommodate the Older workers who often need retraining, skills enhancement, work experience and job search assistance.

The Youth customer is provided with information to make career and school decisions. The information may include career exploration and training, basic work skills, and making the transition from school to work.

For Youth, the One-Stop System may provide Work Experience as well as informed educational services that not only provide academic and social skills but also prepare students for the workforce.

The local board will utilize the partnership of regional/local adult education programs to inform clients of educational opportunities and programs through enrollment in foundational and secondary education preparation classes, as well as English as a Second Language instruction.

The local L. E. Fletcher Technical College will partner with other community and technical colleges, universities, multiple technical college campuses and secondary school districts to offer quality technical and academic programs aligning with the WIOA concept. The Partnership will focus efforts towards a three year plan on three (3) major career clusters and waivers to create the greatest impact for the use of the Perkins funds within Region 3. The waivers concentrate on creating high wage, high demand, and high skill. The identified mutual clusters are:
1. Allied Health Programs (cardiopulmonary care science, nursing, practical nursing, and patient care technician); 
2. Skilled Craft (electrical and welding); 
3. Transportation and logistics (automotive and marine diesel programs); 
4. STEM (integrated production technologies and drafting & design technology programs).

These programs promote economic diversity, thereby promoting economic growth with a climb in personal income and a more efficient labor exchange and training system. A key ingredient will be the system’s intelligent deployment of educational and training resources in efforts such as technical education and worker continuing education.

With the acquisition of new and advanced equipment, supplies and technologies, the students’ skill attainment and engagement in the focused programs, this will advert the Perkins awarded allocation not to exceed by 50 percent.

The goals of L. E. Fletcher are that of the one stop system and that is to make available all that’s required in equipment, professional development opportunities for the faculty, career counseling, job services, soft skills attainment, work with customers with disabilities and other special populations, transition opportunities for those postsecondary career and technical programs, improve outcomes, promote preparation in non-traditional training, provide supportive services and target marketing materials towards non-traditional populations.

LWDA will align with high-impact sector partners more closely. This can be done by working closer with public schools and technical colleges to develop flexible and responsive career pathways for both youth and adults. This will provide workers multiple entry and exit steps along the career ladder and cultivate the talent pipeline for employers.

**Adult Education and Family Literacy Act Program (Title II)**

Partnerships with Adult Education & Family Literacy Act Program and Employment Services have been long term and continuous over the years. Through an MOU Agreement, partners meet to establish what services each partner offers to avoid duplication of in coordinating both Career and Training Services. For those services not offered through the One-Stop System, a referral process is in place to facilitate addressing the needs of the customer.

**Wagner-Peyser Act Program (Title III)**

This program is in-house with the Business and Career Solutions Center. As an in-house entity, Wagner-Peyser collaborates and coordinates by engaging the employers with the employee. The Business & Career Solutions Center Staff identifies the potential job seeker easily by working with the customer from the beginning of entry into the center. Because of an effective integrated practice and strong collaboration, the referral process is seamless.

With continued oversight and guidance from the LWDB continued improvement is in place to enhance and improve operations in the Business and Career Solutions Center.
Vocational Rehabilitation Program (Title I)

Louisiana Rehabilitation Services (LRS) provide a wide range of services to empower people with disabilities to achieve their employment goals, independent living, and self-reliance. Rehabilitation counselors are required to have a Master’s Degree in Rehabilitation Counseling or a related field to perform the duties as a counselor. LRS services are provided to individuals with disabilities in order to assist them in obtaining and maintaining employment. Services are individualized and are different for each consumer, but can include:

- Vocational Guidance and Career Counseling
- Physical or Mental Restoration
- College or Technical School Training
- Assistive Technology
- Occupational Tools and Equipment
- Supported Employment Services
- Work Readiness Training
- On-the-job Training
- Individualized Job Development and Placement

Louisiana Rehabilitation Services collaborate with Workforce Development Board and Business and Career Solutions Centers to expand the reach into the employer network. LRS has a fairly large network of placement and support providers who know employers and their needs, develop new relationships, and are available to provide direct on-the-job support. The Region IV office has a Rehabilitation Employment Specialist that provides job development and placement assistance to consumers which may include direct job placement, job shadowing, work experience, on-the-job training or customer solutions.

Community Service Block Grants

Community Service Block Grant Program engagement with WIOA activities is done through supportive services. Through joint sharing of customers, the eligible WIOA customer qualifies to receive utility, rent assistance and/or tuition (based on availability of funds). This is an ongoing process which engages both workforce activities and Community Service Block Grant Program Partners.

Trade Readjustment Allowances (TRA)/TAA

Trade Adjustment Assistance is available to the one stop center in Region 3. Currently, off-site representatives visit the one stop center to inform the customer who is impacted by displacement from employment due to foreign competition to inform them of their rights and benefits. Information is provided in regards to eligibility and how to file a claim. In addition to this, WIOA activities are also provided to the customer.
Inter-Tribal Council

The Inter-Tribal Council in Region 3 has its own funding. The LWDA is currently addressing ways and means to collaborate how a coordinated effort can be undertaken in addressing the needs of the Inter-Tribal population.

(3) A description of how the local board, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including how the local board will facilitate the development of career path.

Region 3’s intent is to expand access to employment, training, education and supportive services by identifying with the Demand Occupations of the Region and the educational skills necessary to secure employment and perform jobs leading to self-sufficiency. As a result of the Board’s composition, awareness of industries in need of skilled labor is broadened.

Through continuous collaboration and coordination with the education system, with primary focus being on Demand Occupations, more training enrollment is encouraged. Co-enrollment is facilitated when the customer is enrolled in Demand Occupations and coordination of benefits is done through one stop partners. This coordination through the Business and Career Solutions Centers will avoid duplication of services.

The LWDB will support the enrollment of clients in identified career pathways and co-enrollment activities facilitated through regional/local adult education.

Co-enrollment is considered when “cost of training” is a factor in completing a chosen program. The customer’s educational goals and education-related cost (training and supportive services) are keys to completing and achieving their goals.

Region 3 supports the customers’ needs to assist with barriers which may otherwise hinder the customer from achieving postsecondary credentials or certifications.

Open communication among key partners is essential. Open communications among employers and economic development for continuation of economic growth, economic diversification and efficient labor exchange are also important. Through joint efforts with emphasis on Demand Occupations, Region 3 will work continually to identify whether or not the system of industry/business meet the demand of the local area.

(4) A description of the strategies and services that will be used in the local area

(A)

(i) LWDA has a Local Industry Coordinator, along with a Business Service Team that network with employers to assess industry needs for training opportunities. The Business Service Team continues to engage with
sector-partnership. LWDB will continue to place emphasis on the importance of the One Stop System to impact the entire economic growth in the region.

(ii) Strategies to support a local workforce development system are implemented by personal visits to businesses operating within the identified demand industries in the region. Businesses are educated on the use of tax credits, reimbursement programs such as On-the-Job Training Programs (OJT), Incumbent Workers Training Programs (IWTP), classroom training programs, customized training programs and customized job fairs, labor market information, federal labor laws and human resource topics through email, newsletters and seminars.

(iii) LWDA has established open communication with Economic Development to coordinate services through workforce development programs that effectively meet the needs of businesses. The Business Service Team with economic development and the one stop system will identify employers that are not currently utilizing the HIRE System to fill vacancies.

(iv) LWDA Business Service Representative engages in local job fairs, connect with employers participating in job fairs, and match the unemployed claimant customer with available openings. The one stop center staff also assists the customer with pre-employment skills to enhance necessary skills for re-entry into the labor market system. The Veteran customers are priority in having first preference to listings.

(B) Business engagement can be more successful by understanding that businesses are the source of our economy’s funding and provide the jobs that drive the economy. This is made effective by providing services, promptly and efficiently, especially to the industries which employ the occupations in high demand in Region 3.

The LWDB initiatives will focus on garnering and utilizing input from businesses to customize services and be designed to grow relationships with the top industries in Region 3. This can be accomplished by networking with business organizations such as South Central Industrial Association, Chamber of Commerce and Bayou Society of Human Resources, and coordinating efforts with economic development and regional higher education entities. Those industries providing the most employment will be priority, as they consistently utilize our services, if satisfied with the outcome. This may include both large and small employers in Region 3.

Services provided may include assisting employers in utilizing their HIRE account to post jobs and search for resumes, referring qualified applicants, customized recruiting events, On-The-Job training consultation and referrals, providing information on the Incumbent Worker Training Program (IWTP), Small Business Employee Training (SBET), Apprenticeship, regional Labor Market Information (LMI) and hosting informational seminars for employers. Regular employer visits are scheduled and conducted at the employer’s convenience and location to accomplish these goals.
A description of how the local board will coordinate workforce investment activities carried out in the local area with economic development activities carried out in the region in which the local area is located (or planning region), and promote entrepreneurial skills training and microenterprise services:

LWDB has attended training sponsored by the local Economic Development Partner and have entered into a relationship which will strengthen coordination and cohesiveness. As partnership relations strengthen awareness of new businesses locating in the Region, the union between employers and the One-Stop Centers will greatly improve. The Region will know, in advance, information regarding jobs, inclusive of non-traditional training opportunities and will improve on the delivery of information regarding services available to all job seekers, as well as to special populations. The One-Stop centers in Region 3 will continue to collaborate and match customers to employers to meet the employer’s need of both.

The LWDB is committed to working with the local economic development partners to meet the needs of local businesses and industries. LWDB will work with economic development to fill job orders with the most qualified job seekers. The workforce system and economic development will continue to identify the challenges of job seekers to address the needs of business and industries.

Region 3 and related partners are not engaged in entrepreneurial development at this time.

III. OPERATIONAL PLANNING ELEMENTS

(a) REGIONAL/LOCAL STRATEGY IMPLEMENTATION:

1. Description of the one-stop delivery system in the local area.

Region 3’s position as it relates to a one stop system is a work in progress. Continuous improvements are ongoing and partner awareness is an essential part of this process. As a result of WIOA requirement for mandated partnership and/or their presence to participate in the operation of the system, Region 3 has already taken steps towards meeting those requirements.

The one-stop system in Region 3 serves a broad spectrum of employers and customers. Population at-large of the job-seekers, special needs students, youth ages 16-24, dislocated workers, people with disabilities, recipients of public assistance, ex-offenders, out of school youth, Veterans, economically disadvantaged individuals as well as other low income individuals and the employer community, both current and those identified by economic development. Partner programs/agencies are a part of the system design.

The system and the customer link through the HIRE (Helping Individuals Reach Employment) System. Each local Business and Career Solutions Center housed in Lafourche, Assumption and Terrebonne Parishes utilizes this system.
Development of MOUs amongst WIOA mandatory partners are being identified in the local one stop system. Currently the system houses Wagner-Peyser services, Veteran Representative, Job Corps, Incumbent Worker Training Program (IWTP), Urban League and Title I services for Adults, Dislocated Workers and Youth.

(A) **A description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers:**

By engaging the Adult, Dislocated Worker, Youth Programs, Adult Education & Family Literacy Act Program, Wagner Peyser Act and Vocational Rehabilitation Programs as a unit, as opposed to separate entities, the local board will continue to maintain an open line of communication regarding eligibility issues and ensure connection to the appropriate entity on behalf of assisting the customer in reaching goals towards self-sufficiency. Cross training of staff in all programs will also enhance continuous improvement of services offered to the employers, workers and job seekers.

LWDB will maintain evidence which proves that all agencies (private and public) are eligible to provide WIOA services. These provisions can be done by meeting the State or local demand criteria.

(B) **A description of how the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means:**

LWDB will facilitate continuous improvement of access to the one stop system services by advertising with flyers and Facebook pages, through websites advertising, and billboard postings. Also, inclusive in the one stop centers are computers, phones, and faxes.

(C) **A description of how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals and disabilities:**

The Business and Career Solutions Center’s staff has been trained on factors regarding nondiscrimination issues. This training is provided once per year offered by the Louisiana Workforce Commission. The local board will ensure that individuals with disabilities and/or exceptionalities are treated fairly. Some assessments are done to deem exceptionalities for eligibility purposes only. Placement in job appropriate training and/or employment will be a priority. When appropriate, referrals will be made to partner agencies which work
extensively with the severely disabled customers. The local board will ensure that this process is done in a seamless manner.

All facilities of the one stop system are mandated to be handicap accessible. Accommodations are in place for use of equipment, interpreters are available for language assistance (limited English speaking) by way of telephone, handicap accessible restrooms are available, referrals are made through Louisiana Vocational Rehabilitation, the centers have wheelchair space, handicap parking is available, the road and cement is flush for easy entry making access to the center and services possible. Tools such as Screen magnification for computer use, TDD/TTY phone lines for the hearing impaired, TAG lines are place on all correspondent and Dragon Line – voice recognition component for impaired speech and blind individuals. Reasonable accommodations are made to protect the rights of all individuals, inclusive of staff and partner staff.

Additionally, auxiliary aid and services are available upon request to individual with disabilities. The local board does not deny services to any individuals. The local board complies with H.R., Section 188, Nondiscrimination, (2) regarding prohibition of discrimination regarding participation, benefits and employment with use of WIOA funds.

“No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.”

(D) A description of the roles and resource contributions of the one-stop partners.

LWDB’s strategy to unite all required partners is based upon full implementation of the MOU. This document is ongoing and is currently a work-in-progress for Region 3. (See attached MOU and Cost Allocation Plan – Attachment #1)

Partner agencies in-house the one-stop center are as follows:

- Urban League of Greater New Orleans
- Incumbent Worker Training Program (IWTP)
- Wagner Peyser
- WIOA Adults
- WIOA Youth
- WIOA Dislocated Worker

Off Site:

- Job Corps
- Inter-Tribal Council
• Community Based Organization
• Adult Education
• Vocational Rehabilitation Services
• Department of Children and Family Services
• Veterans Program

The roles each partner in-house plays consist of working directly with the job-seekers and employers. The off-site partners make available literature regarding their programs in the Business and Career Solutions Centers offices. The referral system is available when needed. Partner staffs meet with one stop center staff to inform and update on all available services.

The LWDB will continue to encourage partners to explore opportunities for additional funds to assist in the infrastructure cost of the one stop center.

(2) **A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.**

The Adult and Dislocated Worker employment and training activities are assessed on a measurement of performance standards negotiated between the local board and the Louisiana Workforce Commission. The local board strives to encourage the Business and Career Solutions Center securing the contract to either accomplish or exceed the set measurements. These program activities are made available in the Region 3 consisting of Lafourche, Assumption and Terrebonne Parishes. The activities are inclusive of both Career and Training Services as required by WIOA.

Adult and Dislocated Worker activities consist of Basic Career Services, Individual Services and Training Services.

(3) **A description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as described 134(a)(2)(A):**

LWDB strongly supports the Rapid Response activities in Region 3. Once employers file with the Louisiana Workforce Commission, Louisiana Human Resource Development Institute (LHRDI) notifies the locals, inclusive of the Business and Career Solutions Center of the reduction in workforce or closures. The Business and Career Solutions Centers, with other Partners within the Core structure of mandated Partners, offer services to place the individual back into the workforce or receive assistance through the Wagner Peyser system.
A description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which description and assessment shall include an identification of successful models of such youth workforce investment activities:

The LWDB is in the process of establishing a “Youth Council” for the purpose of identifying specific barriers which would hinder the youth, ages 16 – 24, from advancing either in increasing of basic skills levels, moving to the next grade or receiving training or credentials. Alignment with the WIOA mandate regarding allowable youth activities, the Youth Council will be educated on required elements which are available to the youth population in Region 3.

For the WIOA eligible customer, the youth is assessed with an Individual Employability Plan and the pre and post TABE test for basic skills measurement results. Region 3 main focus is to provide pre-employment skills training, life skills training, and the first stage of work experience. Seventy-five percent (75%) of funds for youth activities will be utilized by the WIOA eligible out of School Youth. All WIOA eligible in school youth will address the WIOA required Program Elements.

Currently, the Business and Career Solutions Center in Region 3 makes available the following either in-house of the Business and Career Solutions Center or by referral:

- Tutoring, Study Skills and Dropout Prevention Strategies
- Alternative Secondary School Offerings
- Occupational Skills Training Services
- Leadership Development
- Supportive Services
- Adult Mentoring (no less than 12 months)
- Paid and Unpaid Work Experience and Employment Opportunities
- Comprehensive Guidance and Counseling
- Follow-Up Services (no less than 12 months after program completion)
- Financial Literacy Education
- Entrepreneurial Skills Training
- Labor Market and Employment Information about Demand Occupations
- Education with Workforce Preparation Activities and Occupation-Specific Training
- Post-Secondary Education and Training Transition Activities

The One Stop System affords the Youth the same options as other populations and in making available information regarding the full array of WIOA services which are specific to meet their needs in overcoming barriers and retaining or obtaining training needs.

Currently, the Business and Career Solutions Center is aligning with Vocational Rehabilitation in placing youth with disabilities in work experience programs.

The paid work experience through WIOA is so far the Region’s most successful model. This program allows for enrollment in Work Experience Program allows for attainment of skills necessary for employment opportunities.
The Youth in Region 3 encompasses offenders, homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; individuals with a disability; person who requires additional assistance to enter or complete an educational program or to secure and hold employment; school dropouts; youth within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; youth holding a secondary school diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner; those youth subject to the juvenile or adult justice system; eligible for assistance under the Social Security Act, or in out-of-home placement.

(5) A description of how the local board will coordinate education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

LWDB contracts through the Business and Career Solutions Center to work with students enrolled in secondary education by enrolling them in work experience make available labor market information on Demand Occupations as well as on the skills needed to become work ready or increase employability. Youth are assessed with an Individual Employability Plan to identify barriers to help them meet their goals.

LWDB will continue to encourage the area community college, technical college and university to train in future and current Demand Occupations to meet the needs of business and industry. Through partnering and cost sharing for funding the customer, training becomes possible which enhances attainability. Cost sharing also ensures that duplication is avoided.

(6) A description of how the local board will coordinate workforce investment activities carried out under this title in the local area with the provision of transportation, including public transportation and other appropriate supportive services in the local area;

Coordination of transportation in Region 3 is provided by public buses. Region 3 has a public transportation system thereby the Business and Career Solutions Centers can purchase bus passes to the eligible WIOA customer. Supportive services are offered to eligible WIOA customers based upon availability of funds. They are also coordinated with partner programs for those who are co-enrolled to avoid duplication. Region 3 offers limited funds for books, tools and equipment associated with receiving training services.

LWDB ensures that customers who are seeking workforce activities are routed to the nearest Business and Career Solutions center housed in Lafourche, Assumption and Terrebonne parishes. Transportation issues in the rural areas still remains a problem for those customers seeking employment or enrollment in training. The older worker utilizes the Council on aging transportation system and individuals with disabilities utilize the South Louisiana Transportation and Planning Organization. As a
collaborative effort, the LWBD has met with this organization to explore ways to resolve this major issue so that rural area customers will receive workforce activities more readily.

(7) A description of plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) and services provided in the local area through the one-stop delivery system, to improve service delivery and avoid duplication of services.

Co-housing of LWDA and Wagner-Peyser assure that services are seamless and duplication eliminated. By co-housing, coordination is maximized and more clients are receiving service in the process. Services provided through the one-stop delivery system improve the State’s employment service activities under Wagner-Peyser and give the customer informed choices about other core programs. The center offers staff assistance, skills development, labor market information and direct placement.

The Louisiana Workforce Commission currently requires U. I. Claimants to register in HIRE, which gives immediate access to services. Currently, businesses are encouraged to utilize the one stop center to recruit and conduct training.

As a result of mandated co-housing, WIOA services are ever present in the one stop system. Wagner-Peyser presence in the one stop system allows for both staffs an avenue to work both sides of the programs. The One Stop System in Region 3 is strengthened by training staff. LWDA will continue to support the partnerships of Wagner-Peyser, Unemployment Insurance and Veterans services. The local board will continue to address issues of Wagner-Peyser restrictions on doing work as it relates to other activities offered by the Business and Career Solutions Center.

(8) A description of how the local board will coordinate workforce investment activities carried out under this title in the local area with the provision of adult education and literacy activities under the Title II in the local area, including a description of how the local board will carry out, consistent with subparagraphs (A) and (B)(i)of Section 107 (d)(11) and Section 232, the review of local applications submitted under Title II;

The local board will coordinate workforce investment activities with the regional/local adult education programs by sharing information, personnel, and programming. Adult education literature, including family literacy information, will be distributed to all partner sites, and adult education staff members will conduct informational sessions for partner staff members to acquaint them with the activities offered through the adult education agencies. Students who indicate they are seeking employment while they are enrolled in the adult education classes will be referred to the One-Stop Center for workforce services. An adult education representative will be present at the One-Stop Center on a scheduled basis to meet with those clients who indicate a need for further education, either to earn an equivalency diploma or to remediate underperforming
academic skill levels. In return, the adult education center will assist in recruiting their students for adult workforce or youth programs. In all cases the adult education staff will assist with educational assessments (TABE) on a requested basis.

(9) Describe the privacy safeguards incorporated in the one-stop delivery system, across partners, related to sharing and protecting personally identifiable information. This includes safeguards required by Section 444 of the General Education Provisions Act (20 U.S.C. 1232g) and other applicable Federal laws.

All one stop system staff is trained on confidential issues as they relate to both the customers and the staff, inclusive of Partner staff. LWDB entered into an MOU with several partners within the one stop system. Partners share information regarding available services within their respective programs. This sharing of information eliminates duplication of WIOA funds and eliminates inadequate services given to the customer. The MOU reflects privacy among Partner staff.

Record keeping and retention is confidential. Under no circumstances will any program release confidential information without the customer permission. The customer has to sign off on a release form which will give the programs involved consent to release. For Youth customers currently enrolled under the age of 18, parents or legal guardians must sign consents.

(10) Describe how the Local Area will implement and monitor the priority of service provisions for veterans in accordance with the requirements of the Jobs for Veterans Act, codified at Section 4215 of 38 U.S.C., which applies to all employment and training programs funded in whole or in part by the Department of Labor. Local Areas should also describe the referral process for veterans determined to have a significant barrier to employment to receive services from the Jobs for Veterans State Grants (JVSG) program’s Disabled Veterans’ Outreach Program (DVOP) specialist.

Weekly, the one stop center in-house a Readjustment Counselor of the Veterans Administration who specializes in providing services to the Veteran population for re-entry into society. Once the Veteran customer receives the full array of services offered through WIOA, the customer becomes empowered with customer choices and is able to customize those choices to satisfy an individual need for career development. Veteran’s priority will be followed in accordance with 39 U.S.C. Chapter 41. Currently, the local area does not have a Disabled Veteran Outreach Program (DVOP) representative in-house. The Louisiana Workforce Commission has posted job openings for the position.

The local area prioritizes services to the Veteran by providing them with additional materials on how the Veterans Administration Counselor can assist him/her with professional readjustment counseling, community education, brokerage of services with community agencies and information which can link between Veterans and other
services to aid in readjusting to returning home. In the absence of the counselor, cards are left for the Veteran customer to fill out and given to the representative upon returning to the center. Flyers are also posted in the one stop center as to when the Veteran Center Representative will be available. The customer is contacted to establish an appointment specifically with the representative.

Additionally, priority is done by the one stop center through the HIRE system. Jobs in demand occupations are posted. The one stop center staff reviews postings and if there is an occupational match to a Veteran customer, the Veteran customer is notified via email or other contact and given first priority to the listing for 24 hours prior to public posting. After the 24 hours expire, the jobs are posted and released to the general public.

Monitoring of services to Veterans is done through the HIRE system. The local one stop Business and Career Solutions Centers also monitor the number of Veterans who receives services through WIOA by tracking enrollment in either Career or Training Services.

(11) **Describe how the one-stop delivery system (including one-stop center operators and the one-stop delivery system partners) will ensure that each one-stop center is, able to meet the needs of English language learners, such as through established procedures, staff training, resources and other materials.**

The one stop center is equipped with a translator who can be reached by the telephone. The LWDA will continue to work with Louisiana Rehabilitation Services and the contact for Adult Education to encourage additional methods to reach out and meet the needs of customers who are English language learners or English language deficient. Adult education and family literacy program information will also be provided in Spanish translation.

(12) **A description of the replicated cooperative agreements (as defined in section 107(d) (11)) between the local board or other local entities described in section 101(a) (11) (B) of the Rehabilitation Act of 1973 (29 U.S.C. 721 (a) (11) (B)) and the local office of a designated State agency or designated State unit administering programs carried out under title 1 of such Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination;**

LWDB has a Cooperative Agreement between the Core WIOA Partners and Louisiana Rehabilitation Services which describes the terms, purpose, legal authority for the Agreement and responsibilities of the parties when it comes to performing the administration of workforce activities to customers with disabilities. The Agreement addresses how the LWDB Core Partners will assist customers with disabilities as well as what Louisiana Rehabilitation Services addresses. The Agreement also addresses consideration in that there is no exchange or provisions of a monetary value in any
services. General provisions are addressed i.e. termination statement, amendment, indemnity/hold harmless, compliance with applicable law, confidentiality of customer/clients and third party beneficiaries. It also addresses a merger clause and written notices to all parties engaged in the event of modifications. LWDB WIOA Core Partners are signatures on the Agreement. \(\text{See Attachment #2}\)

(13) **An identification of the entity responsible for the disbursal of grant funds described in section 107(d)(12)(B)(i)(III), as determined by the chief elected official or the Governor under section 107(d)(12)(B)(i);**

The Workforce Innovative and Opportunity Act (WIOA) subsides Lafourche, Assumption and Terrebonne (LAT) Parishes with funds administered through the local Workforce Development Board (LWDB). The Board members are representatives of business organizations, agencies or entities with policy making decision. The geographic area in which services are rendered is comprised of a tri-parish area of Lafourche, Assumption and Terrebonne Parishes. The use of these funds is for the purpose of providing Career and Training services to the eligible/qualified job seeker customer. Tools necessary to create and maintain a healthy workforce environment varies from technology usage to access the labor market, assessment of skills needed for self-sufficiency, and training to meet the needs for demand occupations of the business culture of Local Workforce Development Area #31 (LWDA) Region 3. \(\text{See Attachment #3}\)

(14) **A description of the competitive process to be used to award the subgrants and contracts in the local area for activities carried out under this title:**

LWDA competitive process in the awarding of contracts starts with the authorization of the Board to allow staff to publicly request a service to be performed by a service provider for a particular workforce activity. This is advertised through the media by soliciting “Request for Proposals.” The “Request for Proposals” is advertised in the media as a public notice detailing where services are to be performed throughout the Region, workforce training and performance outcome expected. The request includes specifications, where proposals packages can be obtained, date for submission, and the location where the proposal must be mailed or delivered. The meeting place and timetable of proposal review is also posted in the local advertisement.

The LWDB awards contracts contingent upon the availability of funds, successful negotiations and whether or not the services proposed align with WIOA required activities.

(15) **A description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 116© to be used to measure the performance of the local area to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under subtitle B, and the one-stop delivery system in the local area:**

Performance indicators have not been negotiated/approved due to awaiting guidance from the Louisiana Workforce Commission.
A description of the actions the local board will take toward becoming or remaining a high performance board, consistent with the factors developed by the State board pursuant to section 101(d)(6).

The LWDB will continue to improve on the quality of service within the workforce system by coordinating WIOA activities to ensure that performance either meet or exceed required performance measures. The coordination of services will empower individuals to best utilize the full array of WIOA activities through the one stop system. LWDB will remain a high performing board by making available labor market information, assist the customer in their job search or career planning, focus on training in demand occupations within Region 3 and identifying the proper training providers, both locally and State deemed, to upgrade individual occupational skills.

In all cases, the LWDB will only approve training providers who meet the criteria of an Eligible Training Provider. Proposer providers must meet the State performance criteria of successful Completion Rate, Employment Rate and Wage Rate.

A description of how training services under Chapter 3 of subtitle B will be provided in accordance with section 134©(3)(G), including, if contracts for the training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.

See attached Flow Chart (Attachment #4)

A description of the process used by the local board, consistent with subsection (d) to provide an opportunity for public comment, including comment by representatives of business and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan.

The Local Workforce Development Board solicits public comments via advertising through the local newspaper and its website – The Courier (www.houmatoday.com) which covers all of Terrebonne Parish and the Comet, which covers the parishes of Lafourche and Assumption. Advertising is also done through the website of the LAT Local Workforce Development Board of www.bayou regioncareers.com. The planning process looks to attract participation at the local level through core Partners of WIOA, those serving on the Local Workforce Development Board, as well as other key system stakeholders inclusive of representatives of labor, education, vocational rehabilitation, Community Service Provider Block Grants and other service provider community agencies.

Throughout the process, extensive communication has occurred with Local Workforce Development Board members and through meetings held to establish the Memorandum of Understanding (MOU).

Once the draft plan is submitted to the State, it will be made available to the public to gather further input from system customers, including business and labor, the service
provider community and various interest groups. The plan will be made available for a thirty-day period beginning June 29, 2016.

(19) A description of how one-stop centers are implementing and transitioning to an integrated technology–enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners.

Through the HIRE System, the Louisiana Workforce Commission has made technology possible to deliver one stop system services to all customers. Each Business and Career Solutions Center has user friendly computers which allows for self-registration and serves as the foundation for WIOA information and programs. Due to successful collaboration, Wagner-Peyser and the Business and Career Solutions staffs work with a common goal and that is to get the unemployed customers (whether Youth, Adults, Dislocated Workers, or Displaced Homemakers), the disabled customers, Veteran customers, low income customers, TANF customers and all other special populations into retaining, maintaining and/or securing employment into the labor force.

Weakness
- DVOP Representative not on-sight or in-housed;
- Cross training is needed among all Partner staff;
- Infrastructure not large enough to accommodate all required partners;
- Operational cost sharing is not rendered (with the exception of in-kind) by Partner agencies to allow the center to function to its maximum capacity due to WIOA budget restraints;
- Accountability is practiced by individual programs instead of a one-stop system approach, thereby supporting an independent system;
- Need for a common consent intake form in sharing information among Partners;
- Lack of extensive cross training among Core Partners;
- Facility upgrade needed to make them more user friendly, and where feasible, to accommodate co-location of staff.
- Common access to Core Programs in HIRE

Strength
- Infrastructure of Business and Career Solutions Centers offer services throughout the Local/Regional areas of Lafourche, Assumption and Terrebonne Parishes;
- Wagner-Peyser staff presence in two of the three centers in Region 3;
- Local Workforce Development Board Members are also WIOA mandated Partners;
- Partners provide resources or have representatives housed in the center;
- Information sharing and training of co-housed Partner services;

IV. COORDINATION WITH REGIONAL/LOCAL PLAN PROGRAMS

Key Stakeholders throughout Region 3 have expressed priorities, goals and strategies on implementing the WIOA concept to providing workforce activities to all customers. Participants in this process included and will continue to include economic development, workforce development and education partners. LWDB will ensure the implementation of the local plan by involving all key participants through the planning session, working closely with Core Partners and the sharing of labor market data. This will enable the LWDB to determine which workforce needs must be
developed system-wide to best prepare jobseekers to compete effectively in Region 3’s future economy. A copy of the preliminary plan documents were distributed to all LWDB Members.

V. **COMMON ASSURANCES:**

1. Region 3 and the local Workforce Development Board assures that it will fully comply with the requirement as set forth by the Workforce Innovation and opportunity Act (WIOA) Board Composition and Certification Policy; LWDB Region 3 Board members have signed a conflict of interest statement as required by state law.

2. Region 3 and the local Workforce Development Board assures that it will conduct business in an open manner as required under Section 107 (e) of the Workforce Innovation and Opportunity Act and consistent with the Louisiana open Meeting Law (RS: 42:11 to 28.

3. Region 3 and the Local Workforce Development Board assures that it will establish fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds under WIOA.

4. Region 3 and the local Workforce Development Board assures that it and shall comply with the following OMB Circulars and/or Code of Federal Regulations as applicable;
   - 29CFR Part 97 – Uniform administrative requirements for State and local governments
   - 29CFR Part 95 – Uniform administrative requirements for institutions of higher education, hospitals and other non-profit organizations. OMB Circular A-133 – Single audit act
   - OMB Circular a-87 – Cost principles for State, local and Indian Tribal governments
   - OMB Circular A-122 – Cost principles for non-profit organizations OMB Circular A-21 – Cost principles for education institutions
   - 45 CFR part 74, Appendix E, Principles for determining costs applicable to research and Development under grants and contracts with hospitals

5. Region 3 assures that the local Business Career Solutions Center Operator will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizen/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age, and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The Board also assures that it will comply with all other regulations implementing the laws listed above. This assurance applies to the operation of the WIOA Title
I financially assisted program or activity, and to all agreements made to carry out the WIOA Title I financial assisted program activity.

6. Region 3 assures that it will comply and align with the State policy of Adult, Dislocated Worker and Youth Eligibility (OWD 2-24) to ensure adult-program funds provide a priority in the delivery of career and training services and individualized career services to individuals who are low income, public assistance recipients or basic skills deficient;

7. Region 3 assures that its core program funding will be expended only for activities authorized under each of the respective core programs.

8. The LWDB Grant Recipient assures that no funds received under the WIOA will be used to assist, promote or deter union organizing.
LAT WORKFORCE
DEVELOPMENT BOARD
LOCAL AREA #31, REGION 3

NETWORKING

MEMORANDUM
OF
UNDERSTANDING (MOU)
PARTICIPATING PARTNERS
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MEMORANDUM OF UNDERSTANDING
LAT WORKFORCE DEVELOPMENT BOARD, INC.
AND BUSINESS AND CAREER SOLUTIONS CENTER
ONE-STOP SYSTEM PARTICIPATING PARTNERS
FOR WORKFORCE AREA #31

This Memorandum of Understanding is made and entered into between the following entities:

THE LAT WORKFORCE DEVELOPMENT BOARD, INC., represented herein by its Director, Frank Lewis; and


1. Purpose of Memorandum of Understanding:

The purpose of this Memorandum of Understanding (MOU) is to provide universal access to employment and training services through the One Stop System in the Business and Career Solutions Center to the customers of Workforce Area #31 by way of an agreement on what services and what agencies are to administer these services. Also, the Memorandum of Understanding purpose is to ensure accountability, resolve disputes, identify operational cost, and establish provisions for amendments and the agreement's duration. To meet the requirements of the Workforce Innovation Opportunity Act, a Memorandum of Understanding is established by the LAT Workforce Development Board, Inc. and the Business and Career Solutions Center One Stop System participating Partners to assure that these services are provided and that the role of each partners' responsibility is defined.

II. Goals:

The Workforce Development Board and its Partners, along with the Chief Elected Officials, have a common vision in attaining the following goals.

a. Streamlined and Integrated Services - The Business and Career Solutions Center One Stop System, consisting of several co-housed Partners and an electronic linkage, will provide a seamless service delivery environment for both employers and job seekers through coordination and integration of services. Sharing of Information among workforce program partners
will promote accountability, transparency, collaboration, and eliminate duplication in the Region. The Memorandums of Understanding (MOU) will enhance operational functions with all entities interested in servicing the targeted populations.

b. **Customer Focused** – Customers will be provided with a wide array of information on services available from government agencies and private sector entities in their local workforce area. Job seekers will be provided with pre-screening for eligibility and information on availability of supportive services in addition to referral to appropriate community resources. The Business and Career Solutions Center of the One Stop System will also provide, or assist individuals in securing information, services, and training to obtain and retain employment as well as upgrade their skills.

c. **Performance Driven/Customer Feedback** - The One Stop System performance standards will be used to measure the effectiveness of workforce development activities. These standards will include completion rate, placement rate, salary, and retention rate.

d. **Locally Operated** – The LAT Workforce Development Board will govern the local area for Workforce Area #31. The Partnerships established within the area will look to the Louisiana Workforce Commission for guidance. However, Partners will assist in meeting the program goals while working within the confines of the local economy and labor market.

e. **Focus on the Work Ethic** - Lack of soft skills, work ethic and basic academic skills have been identified by employers as critical in the available workforce. Our local one stop system will provide information and training in these areas.

**III. Duration of Memorandum of Understanding:**

The Memorandum of Understanding became effective on November 19, 2016 and shall continue to be ongoing. During this period any amendments to the Memorandum of Understanding by the Partners must be submitted in writing. The Partners making the amendment are required to provide a thirty- (30) day written notice to the participating Business and Career Solutions Center One Stop System Partners. These same procedures of a thirty- (30) day written notice will apply when requesting termination from the Memorandum of Understanding. All modifications are subject to review and approval by the LAT Workforce Development Board, Inc. Modifications that are not legally valid will only affect that portion of the provision and the remainder of Memorandum of Understanding shall not be affected thereby. Allocation for unanticipated costs resulting from any modification will be negotiated and computed by all partners and the LAT Workforce Development Board, Inc.
The MOU will be reviewed not less than three (3) times a year to ensure that definitions, services and terminology implemented by Partners are in line with WIOA. In the event of modifications or changes to this MOU, scanned or copied signatures will be treated as originals. Only Partner signatures required.
IV. Description of Duties and Responsibilities – including but not limited to the following:

a. Sharing Information – Confidentiality

- Each Partner will ensure that its agency’s business practices are followed in the provision of services under this governance agreement. Such practices include but are not limited to: audit, procurement, insurance, employee codes of conduct, record keeping and retention,

- Confidentiality:

  Partners and customer will execute a waiver to release confidential information as it relates to the customer/client needs for the purpose of determining eligibility and providing services. All rules will be governed in accordance to each partner’s specific program.

b. Cost Allocation:

- The Business and Career Solutions Center One Stop System participating Partners will determine each Partner’s proportional share of costs to support the services and operations of the local Business and Career Solutions One Stop Center. The shared costs include, but are not limited to, each Partner’s pro-rata share of rent, utilities, staff contribution, etc. as indicated on Attachment “A”. (No “Fee” for service is passed on to the customer)

c. Inventory and Tagging of Property:

- Each agency/entity will be responsible for monitoring, inventory and tagging of their equipment.

d. Resource Sharing:

- Partners will work together to best utilize resources to service customers.

e. Compliance with all Discrimination Laws:

- The Partnership will insure that no person shall be discriminated against in consideration for or receipt of employment and training services or staff position because of sex, handicap, race, color, age, religion or national origin. Each participant shall have recourse through the appropriate complaint procedure.
➢ The Partnership will strictly adhere to all Federal, State and Local laws that pertain to Employment and Training, including Minor Labor and Civil Rights Laws.

➢ It is expressly understood and agreed by all members of the Partnership that employees receiving compensation for work performed for this agreement shall in no way be deemed employees of this partnership.

➢ No funds utilized in conducting activities under this agreement shall be used to promote religious or anti-religious activities, or used for lobbying activities in violation of 18 U.S.C. 1913, or used for political activities in violation of 5 U.S.C. 1501 to 1508.

➢ Each member of the Partnership will assure that it will follow its affirmative action plan to assure nondiscrimination, written personnel policies, and grievance procedures for complaints and grievances from applicants, subcontractors, employers, employees, and other interested persons; all in accordance with applicable statutes and regulations.

➢ Each member of the Partnership assures that it is an Equal Opportunity Employer and is aware of and shall comply with Equal Opportunity Commission practices as mandated by state and federal statues and regulations.

➢ The Partnership will not expose customers to surroundings or working conditions, which are unsanitary, hazardous, or dangerous. Customers employed or training for inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices.

➢ Each member will assure that it will follow its Drug Free Workplace Certification in order to comply with Executive Order No. 90-5.

V. Resolution of Disputes:

Each member of the Partnership will be responsible to insure that services will be provided. In the event that member(s) fails to perform in a manner that was agreed to, it is the responsibility of the Partnership to insure that agreed to services are provided and the problem be corrected within 30 days. If resolution of the problem does not occur, it will be referred to the LAT Workforce Development Board, Inc., for appropriate action and resolution. Such resolution may include re-evaluation of the plan of service and/or termination of participation.
It is expected that the Partnership will function by consensus. In instances where consensus cannot be reached and the functioning of the Partnership is impaired, those members of the Partnership who are parties to the dispute shall submit to the following dispute resolution (complaint) procedure.

a. If the Partnership is unable to resolve a dispute to the satisfaction of the members who are parties to the dispute, complaint shall be submitted in writing to the LAT Workforce Development Board, Inc., within fifteen days of the initial dispute.

b. The LAT Workforce Development Board, Inc., shall evaluate the merits of the dispute and may attempt to resolve the dispute through mediation. However, in all cases, the LAT Workforce Development Board, Inc. shall prepare a response to the complaint within thirty days.

c. If any party to the dispute is not satisfied with the decision of the LAT Workforce Development Board, Inc., the dispute shall be referred to a neutral party, chosen by the parties to the dispute, for resolution. The neutral party shall be requested to make a determination within thirty days. The decision of the neutral party shall be final and binding on all parties to the dispute.

VI. REFERRAL METHOD:

The Business and Career Solutions Center One Stop System Partners will use a Referral Form to collect common data to determine which agencies the customer should be referred to. If it is determined that the customer is seeking services other than what the Business and Career Solutions Center One Stop System can provide, a Referral Form is given to the customer to seek other partner services which are appropriate. See Attachment “B” for Career Solutions Center Partner Referral Form.

Each Partner will follow the same referral method when it is determined that the customer is seeking services other than what their agency provides.
VII. MOU PARTNER LIST WITH ATTACHMENTS

Frank Lewis, Director  
LAT Workforce Development Board, Inc.

Lorey Owens, Executive Director  
Business and Career Solutions Center  
Work Connection, Inc.

Lora Ann Chaisson, Job Developer  
Inter-Tribal Council

Randall Domingue, Industry Coordinator  
Wagner-Peyser

Melanie Van Buren, Human Developing Administrative  
CSBG-Housing and Human Services  
Terrebonne Parish Community Action

Debbie Rotolo, Regional TANF Consultant  
Children and Family Services

Marilyn Schwartz, Administrator  
TPSB Adult Education

Cheri LaCour Duckworth, Director  
Urban League of Greater New Orleans

Michelle Turner Jones, Regional Manager  
Vocational Rehabilitation Services

Freddie Ruffin-Roberson, Executive Director  
Lafourche Parish Community Action

Kevin Joyce, Director  
Incumbent Worker Training Program

Earl Meador, Director  
South Central LA Technical College
LAT WORKFORCE DEVELOPMENT BOARD, INC.,
ONE-STOP CENTER PARTNER
Adult Education

The Adult Education Programs offer adults the opportunity to enhance their academic and/or employability skills. The Adult Education Programs work in cooperation with other programs in the parish, such as Business and Career Solutions Center, STEP, Even Start, Head Start, Inter-Tribal Council of South LA., Inc., Drug Court, Children’s Coalition, Steps to Success (TGMC), Nichols State University, etc.

The Partnership of Regional/Local Adult Education Programs with LWDB supports alignment with workforce activities is to inform clients of educational opportunities and programs through enrollment in foundational and secondary education preparation classes, as well as English as a Second Language instruction. The LWDB supports the enrollment of clients in identified career pathways and co-enrollment activities facilitated through Regional/Local Adult Education Programs.

The LWDB will coordinate workforce activities with the Regional/Local Adult Education Programs by sharing information, personnel, and programming. Adult Education literature, including family literacy information, will be distributed to all partner sites, and Adult Education staff members will conduct informational sessions for Partner staff members to acquaint them with the activities offered through the Adult Education agencies. Students who indicate they are seeking employment while they are enrolled in the Adult Education classes will be referred to the Business and Career Solutions Center for workforce services. An Adult Education representative will be present at the Business and Career Solutions Center on a scheduled basis to meet with those clients who indicate a need for further education, either to earn an equivalency diploma or to remediate underperforming academic skill levels. In return, the Adult Education Center will assist in recruiting their students for adult workforce or youth programs. In all cases, the Adult Education staff will assist with educational assessments (TABE) on a requested basis.

CAREER SERVICES:

NONE
Adult Education

TRAINING SERVICES:

- literacy training
- basic skills upgrading
- English as a second language (ESL)
- literacy based computer/job readiness skills
- family literacy
- TABE testing
- HiSET test prep
- High School Diploma completion
- G-Enrollment with technical college
- Post-secondary enrollment assistance
- Customized instruction based on specific industry needs

Contact Person: Adult Education, Ms. Marilyn Schwartz, Terrebonne Parish School System, 6484 West Main St., Houma, LA 70360 PH: (985) 876-3180

Email: marilynschwartz@tpsb.org
LAT WORKFORCE DEVELOPMENT BOARD, INC.
ONE STOP PARTNER
Business and Career Solutions Center, Work Connection, Inc.

The Business and Career Solution Center, Work Connection, Inc., is actively engaged in integrated services with Wagner Peyser. This partnership has enhanced the Business and Career Solutions Center's staff opportunity to accomplish goals by meeting outcomes, servicing customers, sharing resources and repositioning staff to work smarter and more efficiently with employers. As a result of the integration of services and co-housing as a single staff, we are given the opportunity to create a workflow that is organized and works for customers and employers. This process also reduces the time a customer has to wait to be serviced, can expedite service delivery more efficiently and can better serve the employee/employer customer. As one of the six learning labs for the State of Louisiana, we have been given the opportunity to implement procedures of a team concept.

Business and Career Solutions Center, Work Connection, Inc., has three levels of service. The levels are:

- Basic Career Services
- Individualized Services
- Training Services

Business and Career Solutions Center, Work Connection, Inc., continues to serve WIOA employee/employer customers advancing from one tier to another, receiving a combination of any of the services listed below:

- Registration services through the HIRE system
- Combined enrollment through both WIOA and Wagner Peyser
- Determination of eligibility to receive assistance under Title I of WIOA
- Internet access for career exploration and job search assistance
- Labor market information inclusive of wage data, occupational outlook projections, and information on local employer needs and job opportunities
- Provide job search and placement assistance to participants referred from Department of Social Services Strategy to Empower People (STEP) program
- Computer based programs to assist customers with resume development, cover letter preparation and interviewing
- Equipment available for job seekers such as printers, fax machine, telephone, copier and physical, visual and hearing impaired equipment.
Business and Career Solutions Center, Work Connection, Inc. (continued)

- Training Provider information (Eligible Training Provider's List)
- Performance information and program cost data
- Information on supportive services
- Follow-up services
- Partner information inclusive of other programs and activities carried out by Business and Career Solutions Center Partners
- Assess skill levels, aptitudes and abilities
- Case management services based upon need and individual counseling for participants in training
- Administer the On-the-Job and Work Experience training programs
- Training services that include short and long term occupational skills training options
- Job Fair information
- Customer Satisfaction services which allows the Business and Career Solutions Center staff to respond to the customer's needs and continually upgrade services
- Employer assistance service in recruitment and on-site interviewing to meet the employer's immediate hiring needs of workers
- Adult services for out of school youth who are 18-24, when youth customers are not eligible under the youth program
- Education and training information
- Issuance of Individual Training Accounts (ITA) to fund demand occupations and to support training cost
- Financial aid information
- Referral services to community and human services
- Monitoring services to measure progress of participants
- Information of the Disability Navigator's Program
- Trade Adjustment Act Services
- Placement and career services to military Veterans
- Offer workshops to participants as a group when needed
- Complete labor exchange services for both applicants and employers
- On-Site outreach services to partners in rural areas

The labor exchange information consists of the following:

- Placement services and assistance to unemployment insurance claimants
- Internet and telephone access to assist UI claimants in filing claims
- Employer assistance through screening and certification of applicants eligible from Work Opportunity Tax Credits
Business and Career Solutions Center, Work Connection, Inc. (continued)


Although implementation of redesign and full integration is fairly new for Region 3, Business and Career Solutions Center, Work Connection, Inc., the concept has strengthened the relationship between Region 3’s workforce and the employer/customer.

Contact Persons: Lorey Owens, Director Business and Career Solutions Center, Work Connection, Inc., P.O. Box 4236
Houma, Louisiana 70361 PH: (985) 876-8938
Email: lowens@lwc.la.gov

Randall Domingue, Industry Coordinator, Business and Career Solutions Center, Work Connection, Inc., Wagner- Peyser
807 Barrow Street, Houma, Louisiana 70360
PH: (985) 858-2915 email: rdomingue@lwc.la.gov
LAT WORKFORCE DEVELOPMENT BOARD, INC.,
ONE-STOP CENTER PARTNER
Community Base Organization

Crisis-Intervention Rent, Hotel and Mortgage Assistance Program

The Emergency Rent, Hotel and Mortgage Assistance Program provides financial assistance to eligible low income families who meet a stringent criteria to enable them to either maintain a current residence, to pay the first month’s rent at another residence or to secure temporary shelter. Services are limited by both maximum caps per services rendered as well as funding availability and time lapse between requests.

Weatherization Assistance Program

The Weatherization Assistance Program provides for the installation of energy savings measures in the homes of low-income people designed to prevent heat from escaping in the winter and cool air escaping in the summer. These energy saving measures can include caulking, weather stripping, window and door replacement, attic insulation, skirting, and incidental repairs.

Low Income Home Energy Assistance Program

The Low Income Home Energy Assistance Program provides payment directly to utility vendors on behalf of low-income households to reduce the burden of high energy cost. Applications are taken at several locations in accordance with an announced schedule. An applicant may apply only once per year.

Needy Family Food Assistance Program

The Needy Family Food Assistance Program (Commodities) provides USDA staples to eligible households on a quarterly basis. The staples are distributed at several locations throughout the Parish. Applications are taken on an ongoing basis prior to each distribution.

Emergency Intervention Program

The Emergency Intervention Program provides assistance to eligible low-income families to replace certain items that may have been destroyed as a result of a fire or flood. This program is designed to provide immediate support when no other resources are available.

Contact Person: Mr. Darrel Waire, Community Based Organization, P. O. Box 5097, Houma, LA 70361 PH: (985)873-6554, fax (985) 873-6434
dwwaire@tpcg.org
LAT WORKFORCE DEVELOPMENT BOARD, INC.,
ONE-STOP CENTER PARTNER
Community College

L. E. Fletcher Technical Community College operates under its mission as an open admission, two-year institution of higher education dedicated to offering quality technical and academic programs to the citizens of South Louisiana for the purpose of preparing individuals for employment, career advancement, and lifelong learning.

CAREER SERVICES:

- Career Counseling
- Job Services

TRAINING SERVICES:

- Supportive Services
- Skill Attainment
- Soft Skill Attainment
- Classroom Training Programs
- Occupational Skills

Contact: Earl Meador, South Central LA Technical College, P. O. Box 2148, Morgan City, LA 70381 PH: (985) 380-2957 x324 earlmeador@scl.edu
LAT WORKFORCE DEVELOPMENT BOARD, INC.,
ONE-STOP CENTER PARTNER
Department of Children and Family Services

Following are services provided through the Business and Career Solutions Center One Stop System:

CAREER SERVICES:

Eligibility

Supportive Services
- Union Dues not to exceed $100.00
- Other – up to $300 combined maximum, i.e.:
  Eyeglasses, hearing aids, small medical appliances,
  uniforms/clothing, safety equipment, tools, medical exams/test,
  course pre-requisite cost, employer mandated expenses,
  transportation related expenses

Referral Services

TRAINING SERVICES:

NONE

Contact Debbie Rotolo, Department of Children and Family Services, 1416 Tiger Drive, Thibodaux, LA 70301, PH: (985) 447-0945 or debbie.rotolo@la.gov
LAT WORKFORCE DEVELOPMENT BOARD, INC.,
ONE-STOP CENTER PARTNER
Incumbent worker training program (IWTP)

IWTP is designed to benefit businesses and industries by assisting in the skill development of existing employees and thereby increasing employee productivity and the growth of the company.

Following are services provided through the Business and Career Solutions Center One Stop System.

BUSINESS SERVICES:

Employer Eligibility

- Must have been in the State for at least 3 years
- Must have at least 15 employees to be trained
- Training must be requested for
  a. Prevent job loss caused by obsolete skills, technological change, or national or global competition
  b. Creating, updating, or retaining jobs in a labor demand occupation
  c. Updating or retaining jobs in an occupation, which is not a labor demand occupation, if the administrator determines that the services are necessary to prevent the likely loss of jobs.

Trainees Eligibility

- Employer must incur a Louisiana UI tax liability

Training Provider

- Demonstrate a history of:
  1. Successful training through its placement, retention, and satisfaction rates
  2. Collaboration with the targeted industry in the development of the training program curriculum; and
  3. Use of a current industry standard as the basis for programs utilized to train students for employment in the targeted industry.

Contact Michelle Martinez, IWTP Regional Specialist, 807 Barrow St., Houma, LA 70360,
PH: (985) 857-3653 mmartinez@lwc.la.gov
LAT WORKFORCE DEVELOPMENT BOARD, INC.,
ONE-STOP CENTER PARTNER
Inter-Tribal Council of Louisiana, Inc.

WIOA SERVICES

The Inter-Tribal Council of Louisiana (ITCLA) provides employment and training
topportunities to American Indians in the state of Louisiana that is within the Consortium.
ITCLA provides work experience to both youth and adults. Participants gain excellent
work skills which allow them to receive gainful employment. ITCLA also provides
classroom training opportunities to eligible Native Americans. Eligible applicants
receive assistance for specific skills training which enhances employment prospects and
or GED/HISET Services for individuals who may have dropped out of school.

CAREER SERVICES:

- Initial Client Eligibility
- Intake and Assessment
- Job search
- Resume Preparation
- Preparation for job interviews
- Consultation in regards to educational/technical training options, etc.

TRAINING SERVICES:

- Work Experience Adult (WEA) Participant may train up to 40 hours
  per weeks for at least 13 weeks and earn wages during this training.
- Work Experience Youth (WEY) In school and Summer Youth
- OJT (On the Job Training Services) ITCLA may reimburse eligible
  employers 50% of training costs for up to 12 weeks.
- Classroom training allowances (Specialized Skills Training and
  Basic)
- Extensive Supportive Services

WIF SERVICES

The Inter-Tribal Council of Louisiana (ITCA) in partnership with the Urban Inter-
Tribal Center of Dallas (UITCT), Alabama Coushatta Workforce (ACW), the
American Indian Center of Arkansas (AICA), and the Mississippi Band of
Choctaw has been awarded funding under the Workforce Innovation Fund to
create a consortium of WIOA Section 169 programs to implement and extensive
multi state (Southcentral Region LA, MS, AR, & TX) Free flowing workforce that
Inter-Tribal Council of Louisiana, Inc.

will allow job seekers access to employment opportunities in multiple job markets across WIOA providers and geographic distances to address structural unemployment of 10,600 Native Americans in our area. Goals are to: 1) Increase licensure/credentialing, job placement and average household income for Native American job seekers by implementing the Career Pathways Mode for each participating WIOA Section 166 program. 2) Increase inter-agency coordination and alignment among WIOA Section 166 programs across regions by developing integrated data management tools for job-seekers and employers. 3) Decrease structural unemployment through placement of job seekers in in-demand industries in regions outside of their current service area through partnership with regional employers and by providing extensive supportive services through system alignment across WIOA Section 166 Programs

CAREER SERVICES

- Initial Client Eligibility
- Intake and Assessment
- Job Search
- Resume Building
- Preparation for Job Interviews
- Establish a Career Pathway Model with Each Student
- Consultation in regards to educational/technical training options, etc.

TRAINING/EMPLOYMENT SERVICES

- Work Experience for Adults (WEA)
- Extensive Classroom Training Services
- Extensive Supportive Service (May pay for moving expenses, utility assistance, housing assistance.

OTHER SERVICES

- ITC/IID provides emergency shelter, housing, counseling, advocacy services to victims of Domestic Violence. For more information please contact Lora Ann Chaisson.
- ITC/IID provides emergency assistance to individuals who may need assistance with utilities and other supportive services. Please contact our office for more information.

Contact Person: Ms. Lora Ann Chaisson, 991 Grand Caillou Rd, Bldg., Houma, Louisiana 70363, PH: (985) 209-6727
lchaisson@itcla.com
LAT WORKFORCE DEVELOPMENT BOARD, INC.,
ONE-STOP CENTER PARTNER
Lafourche Parish Community Action

Lafourche Parish Council Office of Community Action is dedicated to improving the lives of Lafourche Parish low-income families. The agency is able to provide an array of services to help the families become economically stable with funding received from federal, state and local levels. According to the participant's need the agency is allowed to pay a one-time payment for rent/mortgage, utility assistance, emergency lodging, food and medicine. Households must meet income guidelines for this program.

HOMELESS PREVENTION

UTILITY ASSISTANCE
- Client must qualify under income guidelines
- Must have disconnect notice

Utilities are paid up to $450.00 once per year

MOTEL (Temporary Shelter)
- Client must be homeless
- Show eviction notice
- Disaster (fire, storm, flood, etc.)

FOOD VOUCHER
- If client receives SNAP (food stamps) benefits client is ineligible for food voucher
- Client must complete a SNAP application

FOOD VOUCHER is up to $100.00 once per year

TUITION/BOOKS/SUPPLIES ASSISTANCE
- Client must bring in school invoice with a balance to show the need for assistance

Tuition/Books/Supplies assistance is up to $500.00 per year

MEDICATION ASSISTANCE
- Client must bring in prescription
- Client must qualify under CSBG income guidelines

Medication assistance is paid up to $100.00 per year

SUMMER YOUTH/ADULT EMPLOYMENT PROGRAM
The Lafourche Parish Council Office of Community Action Summer Employment Program will offer young adults ages 16-24 the opportunity to develop and sharpen the soft skills needed to land their first job during and after high school.

LIHEAP (Low Income Home Energy Assistance Program)
The primary goal of the Low-Income Home Energy Assistance Program (LIHEAP) is to assist eligible households to meet the cost of home energy.

Contact: Freddia Ruffin-Roberson, P. O. Box 425, Matthews, LA 70378 PH: (985) 493-6902 (985) 647-3568 email: Ruffin-robersonf@lafourchefgov.org
LAT WORKFORCE DEVELOPMENT BOARD, INC.,
ONE-STOP CENTER PARTNER
Louisiana Vocational Rehabilitation

Vocational Rehabilitation Services are contingent upon determination of eligibility by a qualified Vocational Rehabilitation Counselor and placement in an Order of Selection Group that is currently open to services. In the One-Stop Center atmosphere, the following career services may be offered:

CAREER SERVICES:

- Outreach,
- intake,
- orientation to job information
- employment statistics
- information and program costs information on eligible training providers
- supportive services information on such things as child care, transportation; workshops, medical, assistive technology and small business enterprises
- Comprehensive and specialized assessment of skill levels.

TRAINING SERVICES:

- Occupational skills training
- On-the-Job Training (OJT)
- Workplace training with related instruction
  Training programs operated by private sector
- Skill upgrading and re-training;
- Job readiness training.

Contact Person: Vocational Rehabilitation, Ms. Michelle Turner Jones,
7528 Main Street, Houma, LA (985) 873-2054 / (985) 413-3316
MJones6@lwc.la.gov
LAT WORKFORCE DEVELOPMENT BOARD, INC.,
ONE-STOP CENTER PARTNER
Urban League of Greater New Orleans

In partnership with the Louisiana Workforce Commission, LAT; Local Workforce Development Board, and the Business and Career Solutions Center of the One Stop system, Urban League of Greater New Orleans provide workforce services through its Career Pathways Program (CPP) designed to assist unemployed and underemployed youth and adult career seekers in the attainment of social skills, education, and job skills to increase their participation and retention in the workforce. Through our robust assessment tools, our workforce development team is able to recommend to CPP participants training required for proficiency in the "best matched" careers and occupations in high-demand industries such as: Construction, Energy, Health Science, Hospitality & Tourism, Information Technology, Manufacturing, Transportation, etc. In addition, we provide workshops aimed at building skills of all career seekers of Region 3. The following workshops are provided to career seekers visiting the one stop Business and Career Solutions Center in Terrebonne Parish:

Case Management & Career Services:

- Case management services for Career Pathways Program participants and other ULGNO OWD programs.
- Job Search Assistance
- Job Referrals
- Reemployment services
- Recruitment services to employers with job openings
- Career Seeker Assessments
- Career Life Skills Guidance
- Occupational Skills Training Referrals
- Assistance to clients of the center to register for the HIRE system.
- Assistance to Business and Careers Center clients on computers for those who are not computer literate.

Customized Workshops:

- Workforce Fundamentals Trainings (Soft Skills training) 16-hrs
  - Attendance
  - Punctuality
  - Workplace Appearance or Attire Appropriateness
  - Communications Skills
  - Team Work
  - Response to Supervision
  - Problem Solving/Critical Thinking
  - Taking Initiative
  - Conflict Resolution
  - Interview Skills
  - Resume Building

- Financial Literacy-Banking & Budgeting
- Customer Services Training
- Receptionist Training

Contact: Cheri LaCoeur Ducote, Urban League of Greater New Orleans, 4640 S. Carrollton Ave., Suite 210, New Orleans, LA 70119 email clacoeurd@urbanleagueneworleans.org   Contact Trudy Hebert, 607 Barrow Street, Houma, LA, Ph: (985) 858-2897
LAT WORKFORCE DEVELOPMENT BOARD, INC.,
ONE-STOP CENTER PARTNER
Wagner-Peyser/Labor Exchange

The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices which make Employment Services part of the One-Stop services delivery system. These services are delivered in one of three modes: self-service; facilitated self-help services and staff assisted services. Below are the Career Service provided by Wagner-Peyser in the One Stop Business and Career Solutions Centers:

CAREER SERVICES:

- Job search assistance
- Job referral
- Placement assistance for job seekers
- Reemployment services to UI claimants
- Recruitment services to employers with job openings
- Job seeker assessment of skills level, abilities and aptitudes
- Career guidance
- Job search workshops
- Referral to training
- Assistance to employers in job matching of job seeker with job requirements, skills, etc.
- Assist employers with special recruitment needs
- Arrange for Job Fairs
- Assist employers analyze hard-to-fill job orders
- Assist with job restructuring
- Assist employers to deal with layoffs

Contact Randall Domingue, Industry Coordinator, 807 Barrow Street, Houma, LA 70360
Ph: (985) 858-2915, (985) 226-1938, rdomingue@lwc.la.gov
VIII. LOCATIONS OF BUSINESS and CAREER SOLUTIONS ONE STOP SYSTEM CENTERS

a. Business and Career Solutions One Stop System Center (Main Office)
   807 Barrow Street
   Houma, Louisiana 70360
   (985) 873-6855
   (985) 873-6876 (fax)
   (800) 351-4378 (toll free)
   (985) 850-4647 (TDD/TTY)

b. Business and Career Solutions One Stop System Center (Satellite Office)
   1425 Tiger Drive
   Thibodaux, Louisiana 70301
   (985) 446-3016
   (985) 446-1658 (fax/TDD/TTY)

c. Business and Career Solutions One Stop System Center (Satellite Office)
   205 Highway 1008
   Napoleonville, Louisiana 70390
   (985) 369-1810
   (985) 369-1816 (fax/TDD/TTY)
ATTACHMENT A
COST ALLOCATION PLAN

(See attached worksheets)
|                                | Annual Shared Budget (B) | Monthly shared budget | LWC   | WC, INC | ULGMO |  
|--------------------------------|-------------------------|-----------------------|-------|---------|-------|-------
<p>| <strong>COST AND EXPENSES</strong>          | $ 132,127               | $ 11,011              | $ 6,437 | $ 3,771 | $ 805 |
| <strong>INFRASTRUCTURE</strong>             |                         |                       |       |         |       |       |
| <strong>Facilities costs</strong>           |                         |                       |       |         |       |       |
| Rent                           | $ 57,832                | $ 4,819               | $ 4,619 | -       |       |       |
| Maintenance                    | $ 4,974                 | $ 415                 | $ 342  | -       |       |       |
| Janitorial services            | $ 15,973                | $ 1,331               | $ 1,331 | -       |       |       |
| Utilities                       | $ 5,613                 | $ 468                 | $ 468  | -       |       |       |
| <strong>Total facilities costs</strong>     | $ 84,392                | $ 7,033               | $ 1,331 | $ 5,429 | -     |       |
| <strong>TOTAL INFRASTRUCTURE COSTS</strong> | $ 84,392                | $ 7,033               | $ 1,331 | $ 5,429 | -     |       |
| <strong>TELECOMMUNICATIONS</strong>         |                         |                       |       |         |       |       |
| <strong>Telephones</strong>                 |                         |                       |       |         |       |       |
| Local and Long Distance        | $ 18,245                | $ 1,520               | $ 1,698 | $ 106   | -     |       |
| Wi-fi services                 | $ 5,245                 | $ 437                 | $ 437  | -       |       |       |
| <strong>Total Telecommunications Costs</strong> | $ 23,490             | $ 1,958               | $ 1,698 | $ 543   | -     |       |
| <strong>SUPPLIES</strong>                   |                         |                       |       |         |       |       |
| General office supplies        | $ 12,531                | $ 1,044               | $ 795  | $ 249   | 0     |       |
| General postage                | $ 500                   | $ 42                  | $ 42   | -       |       |       |
| <strong>Total Supplies Costs</strong>       | $ 13,031                | $ 1,086               | $ 837  | $ 249   | 0     |       |
| <strong>COPIER</strong>                     |                         |                       |       |         |       |       |
| Rental ((base + usage fee, if leased) | $ 3,878              | $ 240                 | $ 240  | -       |       |       |
| Maintenance Fees               | $ 7,936                 | $ 661                 | $ 661  | -       |       |       |
| <strong>Total Copier Costs</strong>         | $ 10,813                | $ 901                 | $ 240  | $ 661   | -     |       |
| <strong>OTHER OPERATING COSTS</strong>      |                         |                       |       |         |       |       |
| Rental (Postage Machine)       | $ 400                   | $ 33                  | $ 33   | 0       |       |       |
| <strong>Total Other Operating Costs</strong>| $ 400                   | $ 33                  | $ 33   | 0       |       |       |
| Monthly direct pay             |                         |                       | $ 4,139 | $ 6,881 | -     |       |
| Over (under) paid              |                         |                       | $(2,298) | $ 3,110 | $(805) |       |</p>
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<thead>
<tr>
<th>REGION 3 ONE-STOP SHARED COSTS BUDGET</th>
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<td><strong>COST AND EXPENSES</strong></td>
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<td><strong>INFRASTRUCTURE</strong></td>
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<td><strong>Facilities costs</strong></td>
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<tr>
<td><strong>Total supplies costs</strong></td>
</tr>
<tr>
<td><strong>COPIER</strong></td>
</tr>
<tr>
<td>Rental (base + usage fee, if leased)</td>
</tr>
<tr>
<td>Maintenance Fees</td>
</tr>
<tr>
<td><strong>Total copier costs</strong></td>
</tr>
<tr>
<td><strong>OTHER OPERATING COSTS</strong></td>
</tr>
<tr>
<td>Rental (Postage Machine)</td>
</tr>
<tr>
<td><strong>Total other operating costs</strong></td>
</tr>
<tr>
<td><strong>Total shared costs budget</strong></td>
</tr>
</tbody>
</table>

**NOTES:**
- Months of operation: 12
- Average # of workdays per month: 22
- Business hours per day (8:00 am - 4:30pm): 8
- 12-month average # hours per month: 176
- **May vary by part-time partners**
<table>
<thead>
<tr>
<th>Region's Monthly Allocation of Shared Costs by Partner</th>
<th>Using Estimated Percentage of Daily Staff Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Daily Staff Charges</td>
<td>36.53%</td>
</tr>
<tr>
<td><strong>Costs and Expenses</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Infrastructures</strong></td>
<td></td>
</tr>
<tr>
<td>facilities costs</td>
<td>Rent</td>
</tr>
<tr>
<td></td>
<td>Maintenance</td>
</tr>
<tr>
<td></td>
<td>Janitorial services</td>
</tr>
<tr>
<td></td>
<td>Utilities</td>
</tr>
<tr>
<td><strong>Total Facilities costs</strong></td>
<td>$64,027</td>
</tr>
<tr>
<td><strong>Total Infrastructure Costs</strong></td>
<td>$64,027</td>
</tr>
<tr>
<td></td>
<td><strong>Telecommunications</strong></td>
</tr>
<tr>
<td></td>
<td>Local and long distance</td>
</tr>
<tr>
<td></td>
<td>Wi-Fi service</td>
</tr>
<tr>
<td><strong>Total Telecommunications Costs</strong></td>
<td>$23,490</td>
</tr>
<tr>
<td></td>
<td><strong>Supplies</strong></td>
</tr>
<tr>
<td></td>
<td>General office supplies</td>
</tr>
<tr>
<td></td>
<td>General postage</td>
</tr>
<tr>
<td><strong>Total Supplies Costs</strong></td>
<td>$17,140</td>
</tr>
<tr>
<td></td>
<td><strong>Copiers</strong></td>
</tr>
<tr>
<td></td>
<td>Rental (lease or usage fees, if lease)</td>
</tr>
<tr>
<td></td>
<td>Maintenance fees</td>
</tr>
<tr>
<td><strong>Total Copier Costs</strong></td>
<td>$10,426</td>
</tr>
<tr>
<td></td>
<td><strong>Other Operating Costs</strong></td>
</tr>
<tr>
<td></td>
<td>Rental (Postage Machine)</td>
</tr>
<tr>
<td></td>
<td><strong>Total Other Operating Costs</strong></td>
</tr>
<tr>
<td><strong>Total Operating Costs Allocated</strong></td>
<td>$132,137</td>
</tr>
</tbody>
</table>
## State Time Change Distribution for Fishing Grounds

<table>
<thead>
<tr>
<th>Region</th>
<th>Northwest</th>
<th>Northeast</th>
<th>Gulf of Maine</th>
<th>Georges Bank</th>
<th>Beaufort</th>
<th>Core Banks</th>
<th>Skagerrak</th>
<th>North Sea</th>
<th>Baltic Sea</th>
<th>North Atlantic</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fatality</td>
<td>8.0</td>
<td>9.0</td>
<td>7.0</td>
<td>9.0</td>
<td>7.0</td>
<td>7.0</td>
<td>8.0</td>
<td>9.0</td>
<td>9.0</td>
<td>8.0</td>
<td>8.0</td>
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<tr>
<td>Recreational</td>
<td>8.0</td>
<td>9.0</td>
<td>7.0</td>
<td>9.0</td>
<td>7.0</td>
<td>7.0</td>
<td>8.0</td>
<td>9.0</td>
<td>9.0</td>
<td>8.0</td>
<td>8.0</td>
</tr>
</tbody>
</table>

Total: 160.00 200.00
WIOA ONE STOP SYSTEM PARTNERS
REFERRAL FORM

Date Referred __________________________

Referred By ____________________________

Partner Agency __________________________

Referred To ____________________________

Partner Agency __________________________

Name: _________________________________

Address: _______________________________

Phone: _______ Home: __________ Work: _______

Date of Birth: _______ Age: ______ Sex: ______ F _______ Race: ______

Nature of Referral – (describe briefly)

_____________________________________

Signature/Date of Referring Partner Agency

Please return a COPY of this referral to the Referring Partner Agency
Indicating type of service(s) received by the customer.

Service(s) Received: __________________________

_____________________________________

Signature/Date of
Partner Representative Providing Service(s)
IX. SIGNATURE:

Parties to this Memorandum of Understanding agree to all terms and conditions contained herein by signature below and on the attached page(s) designated for their respective organizations.

Frank Lewis  
LAT Workforce Development Board, Inc.  
Post Office Box 4115  
Houma, Louisiana 70361

Lora Ann Chaisson  
Inter-Tribal Council  
991 Grand Caillou Road  
Houma, Louisiana 70363

Lorey Owens  
Business and Career Solutions Center  
Work Connection, Inc  
Post Office Box 4238  
Houma, Louisiana 70361

Randall Domingue  
807 Barrow Street  
Houma, LA 70360

Debbie Rotolo  
Children and Family Services  
1000 A Plantation Road  
Thibodaux, Louisiana 70301

Marilyn Schwartz  
TPSB, Adult Education  
6404 West Main  
Houma, LA 70360

Urban League of Greater New Orleans  
807 Barrow Street  
Houma, LA 70360

Melanie Van Buren  
Terrebonne Parish Community Action  
809 Barrow Street  
Houma, Louisiana 70360

Freddie Robinson  
Lafourche Parish Community Action  
P. O. Box 425  
Matthews, LA 70375

Michelle Turner Jones  
Vocational Rehabilitation Services  
14420 Tiger Drive  
Thibodaux, LA 70301

Earl Meador  
Incumbent Worker Training Program  
807 Barrow Street  
Houma, LA 70360

South Central LA Technical College  
P. O. Box 2148  
Morgan City, LA 70381

Date
PARTIES TO THIS MEMORANDUM OF UNDERSTANDING AGREE TO ALL TERMS AND CONDITIONS
CONTAINED HEREIN BY SIGNATURE BELOW AND ON THE ATTACHED PAGE(S) DESIGNATED FOR
THEIR RESPECTIVE ORGANIZATIONS.

FRANK LEWIS
LAT Workforce Development Board, Inc.
Post Office Box 4115
Houma, Louisiana 70361
Date 6/27/16

LOREY OWENS
Business and Career Solutions Center
Post Office Box 4236
Houma, Louisiana 70361

LORA ANN CHAISON
Inter-Tribal Council
981 Grand Caillou Road
Houma, Louisiana 70363
Date 6/27/16

RANDALL DOMINQUE
807 Barrow Street
Houma, LA 70360

MEHLIE VAN BUREN
Terrebonne Parish Community Action
809 Barrow Street
Houma, Louisiana 70360

DEBBIE ROTOLO
Children and Family Services
1000 A Plantation Road
Thibodaux, Louisiana 70301

Marilyn Schwartz
TPSB Adult Education
6484 West Main
Houma, LA 70360
Date 5/27/16

FREDDIE ROBINSON
Lafourche Parish Community Action
P. O. Box 435
Matthews, LA 70375

MICHELLE TURNER JONES
Vocational Rehabilitation Services
14420 Tiger Drive
Thibodaux, LA 70301

EARL MEADOR
South Central LA Technical College
P. O. Box 2148
Morgan City, LA 70381

INCUMBENT WORKER TRAINING PROGRAM
807 Barrow Street
Houma, LA 70360

Date 6/27/16
COOPERATIVE AGREEMENT BETWEEN THE
LAT WORKFORCE DEVELOPMENT BOARD, INC.,
AND
LOUISIANA VOCATIONAL REHABILITATION SERVICES (LRS)

This Agreement is between the LAT Workforce Development Board, hereafter referred to as LWDB, and all that are signatories to this Agreement. The responsibilities of LWDB under this Agreement shall be carried out through the One-Stop System located in Region 3 in the Parishes of Lafourche, Assumption and Terrebonne. Required Core Partners in the One-Stop System are the Workforce Innovations and Opportunity Act Adult Program, Dislocated Worker Program, Youth Program, Adult Education and Family Literacy Act Program, Wagner-Peyser Act Program and Vocational Rehabilitation Program.

I TERM

This Agreement shall remain ongoing unless otherwise terminated.

II PURPOSE

The Purpose of this Agreement is to provide to customers with disabilities and/or exceptionalities, a wide range of workforce activity services to empower them to achieve their employment goals, independent living, and self-reliance.

III LEGAL AUTHORITY FOR THIS AGREEMENT

This Agreement is entered into by the Parties consistent with the authority granted in Title 1 of the Rehabilitation Act of 1973, as amended by Title IV.

IV RESPONSIBILITIES OF THE PARTIES

A Mutual responsibilities and commitments of LRS and LWDB WIOA Core Partners:

1. Share mutual interest in assuring that qualified and eligible customers with disabilities have access to reasonable accommodations for the provision of effective auxiliary aids and services while receiving workforce activity services in Region 3;

2. Work together to increase communication, collaboration, and cooperation in providing access to educational opportunities to customers with disabilities;

3. Work together to maximize available opportunities to improve educational, career and training services for customers with disabilities;
4. Work together to determine mutual in-service training needs of staff and implement joint staff development/training as needed;

5. Work together to understand, acknowledge, and respect the differing requirements and definitions among the Partners for such terms as eligibility, documentation of disability, confidentiality (including protected documents within each of our systems), provision of services, and accommodations based on the differing missions of the Partners.

B Responsibilities of LWDB Partners:

1. Assist customers with self-service (if needed) or basic career service when seeking education and employment;

2. Maintain linkage with LRS to evaluate how the one stop system can better service the customer with disabilities;

3. On a case-by-case basis, refer services that are outside the scope of the selective Partner available services;

4. Assist LRS in the preparation of the Individual Employability Plan for customers with disabilities who are WIOA eligible;

5. Coordinate funding for eligible WIOA customer with disabilities.

C Responsibilities of Louisiana Vocational Rehabilitation Services,

1. Provide access to both training and education opportunities to customers with disabilities as required by state and federal law;

2. Establish eligibility, determine and provide, as applicable, appropriate and reasonable assistive technology, work readiness training, individualized job development and placement services, occupational tools and equipment, college or technical school training, provide physical or mental restoration and/or provide vocational guidance and career counseling;
3. Establish and maintain a process, including an appeal process, for customers with disabilities to pursue requests for reasonable accommodations.

V CONSIDERATION

There is no monetary consideration provided or exchanged under this Agreement.

VI GENERAL PROVISIONS

A. Termination

This Agreement may be terminated upon the mutual written consent of all the Parties. Any Party to this Agreement may terminate its participation in this Agreement by giving thirty (30) days written notice to the other Parties to this Agreement.

B. Amendment

The terms of this Agreement may not be waived, altered, modified, supplemented, or amended in any manner whatsoever, except by written agreement signed by the Parties.

C. Indemnity/Hold Harmless

LWDB WIOA Core Partners shall be responsible exclusively with respect to their own employees for providing employment-related benefits and deductions that are required by law, including, but not limited to, federal and state income tax deductions, workers' compensation and coverage.

D. Compliance with Applicable Law

All Parties shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to work under this Agreement. Without limiting the generality of the foregoing, Local Workforce Development Board Partners agree to comply with the following laws, regulations and executive orders to the extent they are applicable to this Agreement: (i) Title 1 of Workforce Innovations and Opportunity Act Adult Program (HR-803); (ii) Title 1 of Workforce Innovation Opportunity Act Dislocated Worker Program (HR-803); (iii) Title 1 of Workforce Innovations Opportunity Act Youth Program (HR-803); (iv) Title II of the Adult Education and Family Literacy Act Program; (v) Title III of Wagner-Peyser Act Program; (vi) Title I of Vocational Rehabilitation Program (Title 1 of the Rehabilitation Act of 1973, as amended by Title IV; (vii) Titles VI and VII of the Civil Rights Act of 1964, as amended; (viii) the Age
Discrimination Act of 1975, as amended; (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations., Executive orders are incorporated by reference herein to the extent that they are applicable to this Agreement and are required by law to be so incorporated.

E. Confidentiality of Client/Customer Information

1. All information as to personal facts and circumstances obtained by the Parties pertaining to individuals affected by this Agreement shall be treated as privileged communications, shall be held confidential, and shall not be divulged without the written consent of the individuals(s) involved. Nothing prohibits the disclosure of information in summaries, statistical, or other forms which does not identify particular individuals.

2. The use or disclosure of information concerning individuals covered by this Agreement shall be limited to persons directly connected with the administration of this Agreement. Confidentiality policies shall be applied to all requests from outside sources.

F. No Third Party Beneficiaries

Louisiana Vocational Rehabilitation Services (LRS) and LAT Workforce Development Board Core Partners (LWDB) (Business and Career Solutions Center, Wagner-Peyser, Adult Education and Family Literacy, Vocational Rehabilitation Program) are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified.

G. Merger Clause

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES ON THE SUBJECT MATTER HEREOF. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND ANY PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN.
H. Written Notice

All notices regarding this Agreement should be sent to the Parties at the following addresses:

LAT WORKFORCE DEVELOPMENT BOARD

Frank Lewis, Director
P. O. Box 4115
Houma, LA 70361

Signature: Director
Date

BUSINESS AND CAREER SOLUTIONS CENTER

Lorey Owens
Executive Director
807 Barrow Street
Houma, LA 70360

Signature: Executive Director
Date

LOUISIANA REHABILITATION SERVICES

Michele Turner-Jones
Regional Manager
7528 Main Street
Houma, LA 70360

Signature: Regional Manager
Date

ADULT EDUCATION AND FAMILY LITERACY ACT PROGRAM

Marilyn Schwartz
Adult Education Administrator
Terrebonne Parish School System
6484 West Main Street
Houma, LA 70360

Signature: Administrator
Date

WAGNER-PEYSER

Randall Domingue
Industry Coordinator
807 Barrow Street
Houma, LA 70360

Signature: Industry Coordinator
Date
Local Workforce Development Board Membership Matrix

LWDB Name: Workforce Development Board #31

Please add or delete rows in each category as needed

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Organization or Agency Name</th>
<th>Number of Employees</th>
<th>Parish</th>
<th>Type of Business or Industry Represented</th>
<th>Term Start Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Diez, CEO</td>
<td>Pope’s Auto Parts</td>
<td>22</td>
<td>Lafourche</td>
<td>Motor Vehicle Supplies &amp; New Parts</td>
<td>10/27/15</td>
<td>10/27/18</td>
</tr>
<tr>
<td>Frank Streva, Region HR Manager</td>
<td>Express Energy Service</td>
<td>500+</td>
<td>Terrebonne</td>
<td>Equipment Rental &amp; Leasing</td>
<td>10/27/15</td>
<td>10/27/18</td>
</tr>
<tr>
<td>E. A. Angelloz, Principal Architect</td>
<td>E. A. Angelloz Architect</td>
<td>1</td>
<td>Lafourche</td>
<td>Architect Services</td>
<td>10/27/15</td>
<td>10/27/18</td>
</tr>
<tr>
<td>John Hebert, Assistant Vice-President</td>
<td>Synergy Bank</td>
<td>110</td>
<td>Terrebonne</td>
<td>State Commercial Bank</td>
<td>10/27/15</td>
<td>10/27/18</td>
</tr>
<tr>
<td>Avie Fontenot, HR Manager</td>
<td>One Subsea</td>
<td>216</td>
<td>Multi</td>
<td>Oil &amp; Gas Field Machinery &amp; Equipment Manufacturer</td>
<td>10/27/15</td>
<td>10/27/18</td>
</tr>
<tr>
<td>Kevin Pellegrin</td>
<td>Performance Food Service</td>
<td></td>
<td>Terrebonne</td>
<td>Food Service</td>
<td>10/27/15</td>
<td>10/27/18</td>
</tr>
<tr>
<td>Terri St. Peter, Business Owner</td>
<td>General Business Services</td>
<td>3</td>
<td>Terrebonne</td>
<td>Accounting Bookkeeping Service</td>
<td>10/27/15</td>
<td>10/27/18</td>
</tr>
<tr>
<td>Thomas Reckert, Human Resources/Employee Relations Manager</td>
<td>Johne Deere</td>
<td>500</td>
<td>Lafourche</td>
<td>Farm Machinery &amp; Equipment Manufacturing</td>
<td>10/27/15</td>
<td>10/27/18</td>
</tr>
</tbody>
</table>

A. BUSINESS REPRESENTATIVES –Majority

A majority must be a Business Owners, CEO, or Executives with optimum policymaking or hiring authority in an in-demand industry sector. Board Chair and Co-Chair must be Business Representatives and listed as the first two entries.
<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Organization or Agency Name</th>
<th>Number of Employees</th>
<th>Parish</th>
<th>Type of Business or Industry Represented</th>
<th>Term Start Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katherine Dubois, Owner</td>
<td>Dubois Nursery &amp; Trailers</td>
<td>1</td>
<td>Terrebonne</td>
<td>Motorcycles, ATV &amp; all other Motor Vehicle Dealers</td>
<td>10/27/15</td>
<td>10/27/18</td>
</tr>
<tr>
<td>Ms. Misti Johnson</td>
<td>Assumption Chamber of Commerce</td>
<td></td>
<td>Assumption</td>
<td>Chambers</td>
<td>03/23/16</td>
<td>03/23/19</td>
</tr>
<tr>
<td>Alfred Fox, Ill Member</td>
<td>On-Site Training &amp; Instruction</td>
<td>15</td>
<td>Terrebonne</td>
<td>On Site Training &amp; Instruction, LLC</td>
<td>10/27/15</td>
<td>10/27/20</td>
</tr>
</tbody>
</table>

**B. WORKFORCE REPRESENTATIVES – Minimum of 20%**

Twenty percent (20%) of the members must be Workforce Representatives. Two (2) or more must be from Labor Organizations, and One (1) or more members must be from Joint Labor-Management, Union affiliated, Registered Apprenticeship programs within the area who serve as a training director or a member of a labor organization.

<table>
<thead>
<tr>
<th>Name</th>
<th>Union Representative</th>
<th>Institution or Agency Name</th>
<th>Parish</th>
<th>Term Start Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spergeon Holly, Jr.</td>
<td>AFLCIO – Union Representative</td>
<td></td>
<td>Multi-Parish</td>
<td>9/16/15</td>
<td>9/16/20</td>
</tr>
<tr>
<td>Stanley Folse, Union Representative</td>
<td>AFLCIO – Union Representative</td>
<td></td>
<td>Multi-Parish</td>
<td>9/16/15</td>
<td>9/16/20</td>
</tr>
<tr>
<td>Freddia Ruffin Roberson</td>
<td>Office of Community Service</td>
<td></td>
<td>Lafourche</td>
<td>10/27/15</td>
<td>10/27/20</td>
</tr>
<tr>
<td>Darrel Waire, Director</td>
<td>CSBG, Terrebonne Parish Consolidated Government</td>
<td>Terrebonne</td>
<td>10/27/15</td>
<td>10/27/20</td>
<td></td>
</tr>
</tbody>
</table>

**C. EDUCATION & TRAINING REPRESENTATIVES – Minimum of 2**

One (1) Institution of Higher Education Representative (Community College)
One (1) Eligible Provider Administering Adult Education and Literacy Activities Representative

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution or Agency Name</th>
<th>Parish</th>
<th>Term Start Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marilyn Schwartz Adult Education Administrator</td>
<td>Terrebonne Parish School System</td>
<td>Terrebonne</td>
<td>9/16/15</td>
<td>9/16/20</td>
</tr>
<tr>
<td>Earl Meador</td>
<td>South Central La Tech. College</td>
<td>Multi-Parish</td>
<td>10/23/15</td>
<td>10/23/20</td>
</tr>
<tr>
<td>Name &amp; Title</td>
<td>Organization or Agency Name</td>
<td>Number of Employees</td>
<td>Parish</td>
<td>Type of Business or Industry Represented</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>--------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>D. GOVERNMENTAL and ECONOMIC DEVELOPMENT and COMMUNITY REPRESENTATIVES – Minimum of 4</td>
<td>One (1) Economic Development Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>One (1) Wagner-Peyser Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>One (1) Vocational Rehabilitation Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>One (1) Department of Children and Family Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevin Belanger, CEO</td>
<td>South Central Planning &amp; Development</td>
<td></td>
<td>Multi-Parish</td>
<td></td>
</tr>
<tr>
<td>Randall Domingue, Workforce Development Specialist 9</td>
<td>Louisiana Workforce Commission</td>
<td></td>
<td>Multi-Parish</td>
<td></td>
</tr>
<tr>
<td>Michelle Jones, LRS Regional Manager</td>
<td>Louisiana Workforce Commission - LRS</td>
<td></td>
<td>Multi-Parish</td>
<td></td>
</tr>
<tr>
<td>Debbie Rotolo, Regional TANF Consultant</td>
<td>Louisiana Department of Children &amp; Family Services</td>
<td></td>
<td>Multi-Parish</td>
<td></td>
</tr>
</tbody>
</table>

OPTIONAL ADDITIONAL BOARD MEMBERS

May include other programs/organizations:

1. Representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance;

2. Representatives of philanthropic organizations serving the local area;

3. Each LWDB may include other individuals or representatives of entities as the CEO in the local area may determine to be appropriate.
Customer Flow Chart

Customer is greeted, needs are determined and customer signs in.

Utilize Career Center Services
- The WIOA application is completed or updated in HiRE.
  - New customers are provided with a Membership Packet and an explanation of the packet's contents.

File for Unemployment
- Customer is provided with information on how to file for unemployment and asked if he/she would like to use the Career Center Services to begin job searching.

Veterans
- Veterans are given priority of services & are provided with documentation on available Veteran services. If desired, the customer is introduced to, or provided with contact information for, the local Veteran Representative.

Scheduled Appointment
- The staff member is notified that the customer is present.

Employer Seeking Employees
- The employer is introduced to a Business Services Coordinator.

The Membership Coordinator performs an initial assessment to determine customer's needs, job search preferences & past work experience and then recommends appropriate services.
Job Search, Resume, Interest/Skills Assessment, Etc.

Instruction/Assistance is provided for utilizing Career Center services.

Customer is referred to Business Services for job matching/job referrals, as needed.

Classroom Training, On-the-Job Training, Work Experience, Supportive Services, Other WIOA-Funded Services

The customer is introduced to a WIOA case manager. Detailed information is gathered about the customer's work history, interests, barriers & needs and a determination is made for service delivery.

Office procedures, eligibility guidelines and customer obligations are explained. Once the customer has satisfied any pre-funding obligations, the eligibility & enrollment process begins.

Classroom Training

Intensive/Training eligibility and enrollment is completed and assessments are administered as needed.

The assigned staff member works with the customer throughout his/her training to assist with attendance, academic and funding issues. After the training is completed, the customer is assisted with his/her job search needs.

OJT/Work Experience

Customer is introduced to a Business Services Team Member for further explanations of the program and potential job matching.

Once self-sufficient employment is obtained and customer is no longer in need of our services, or is no longer interested in our services, his/her HIRE case is closed and follow-up is performed, as needed.