

FIRST PLANNING DISTRICT CONSORTIUM

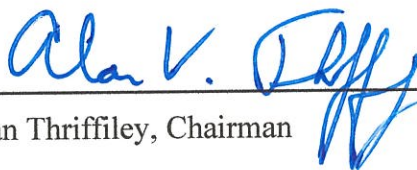
WORKFORCE DEVELOPMENT BOARD

April 10, 2023

Notice is hereby given that there will be an Executive Committee meeting of the First Planning District Workforce Development Board on **Thursday, May 11, 2023 at 8:30 a.m.** at the Northshore Pastoral Center, 4465 Hwy. 190 East Service Road, Covington, Louisiana.

AGENDA

1. Review of Financial reports, including Budget revision
2. Updates and discussion on Center transitions
3. Discussion on consideration for change in Grant Recipient/Fiscal Agent
4. Discussion on replacement of Executive Director, including timeframe
5. Discussion on replacement of Board Chairman, including timeframe
6. Review and discussion of agenda for May 24th board meeting
 - a. Approval of Modification to Regional/Local Plans
 - b. Approval of Partner MOU and Infrastructure Agreement
 - c. Approval of Modification to extend OSO for an additional year
 - d. Workforce Board Re-certification
7. Updates and discussion on current initiatives
8. Other Business
9. Review of action items



Alan Thriffiley, Chairman

Serving Plaquemines, St. Bernard & St. Tammany Parishes

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FPD WDB EXPENDITURES TO BUDGET REPORT

Through March 31, 2023

Budget Line Items	ANNUAL BUDGET July 2022 – June 2023	EXPENDITURES THROUGH 3/31/2023	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% w/ OBS	RESERVE FOR FUTURE YEAR 7/23 – 6/24
Tri-Parish Centers - PROGRAM								
Staff Salaries/Fringe	774,449	552,970	71.40%	221,479		221,479	71.40%	0
Operating Costs	134,620	83,905	62.33%	50,715	13,500	37,215	72.36%	
Overhead Subtotal	909,069	636,875	70.06%	272,194	13,500	258,694	71.54%	0
Training/Support for Participants								
Plaquemines	134,577	42,732	31.75%	91,845	5,000	86,845	35.47%	30,000
St. Bernard	324,414	15,285	4.71%	309,129	65,575	243,554	24.92%	70,000
St. Tammany	840,192	193,433	23.02%	646,759	188,654	458,105	45.48%	100,000
Other Misc. Program Inc.				0				0
Training/Support Subtotal	1,299,183	251,450	19.35%	1,047,733	259,229	788,504	39.31%	200,000
Disaster Dislocated Worker Grant – Temporary Jobs / Training								
Covid	548,023	432,082	78.84%	115,941	0	115,941	78.84%	0
IDA	318,216	131,808	41.42%	186,408	152,000	34,408	89.19%	0
Disaster Grant Subtotal	866,239	563,890	65.10%	302,349	152,000	.		
ADMINISTRATION (10%)								
Staff Salaries/Fringe	241,414	168,785	69.92%	72,629	0	72,629		331,214
Operating Costs	65,650	42,772	65.15%	22,878	0	22,878		42,970
Admin Total	307,064	211,557	68.90%	95,507	0	.	68.90%	374,184
AARP	85,000	14,467	17.02%	70,533	37,154	33,379	60.73%	
GRAND TOTALS	3,466,555	1,678,239	48.41%	1,788,316	461,883	1,326,433	61.74%	574,184

DETAIL EXPENDITURE REPORT
 JULY 1, 2022 THROUGH JUNE 30, 2023

Through March 2023

	PROGRAM	ADMINISTRATION	TOTAL
Total Carryover Funds	\$ 408,916	\$ 162,639	\$ 571,555
New Allocation 2020/22	\$ 1,474,352	\$ 163,817	\$ 1,638,169
Recaptured Youth/DW Funds	\$ 400,000		\$ 400,000
Disaster Dislocated Worker Grant - Covid	\$ 651,482	\$ 138,636	\$ 790,118
Disaster Dislocated Worker Grant - Ida	\$ 339,741	\$ 38,000	\$ 377,741
AARP	\$73,500	\$11,500	\$85,000
GRAND TOTAL	\$ 3,347,991	\$ 514,592	\$ 3,862,583

LINE ITEMS	ANNUAL BUDGET July 1, 2022 – June 30, 2023		EXPENDITURES TO DATE March 2023		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe Benefits	\$ 774,449	\$ 241,414	\$ 552,970	\$ 168,785	\$ 221,479	\$ 72,629
System Operator	54,000	19,300	40,500	15,920	13,500	3,380
Travel/Mileage	7,400	600	8,458	287	(1,058)	313
Conference/Meetings	2,000	4,000	665	267	1,335	3,733
Unemployment Insurance	0	0	0	0	0	0
Staff Drug Screen/new hire	400	200	75	85	325	115
Accounting Services	0	6,500	0	4,417	0	2,083
Supplies	5,000	2,500	2,600	1,991	2,400	509
Furniture/Equipment	4,000	2,000	59	440	3,941	1,560
Rent	15,000	4,800	12,927	2,923	2,073	1,877
Repairs/Maintenance	1,600	1,000	250	53	1,350	947
Telephone/Internet	10,000	4,000	7,534	2,327	2,466	1,673
Insurance (GL/Cobra/Surety Bond)	1,100	6,500	0	5,132	1,100	1,368
Licensing Fees/Assessments	11,800	1,200	3,356	234	8,444	966
Postage	200	1,000	3	15	197	985
Advertisement	370	800	60	1,190	310	(390)
Outreach	13,500	1,000	714	0	12,786	1,000
Professional Development – Staff	2,800	500	495	0	2,305	500
Professional Dues/WDB	1,960	2,000	0	2,643	1,960	(643)
Auto (Gas/Maint/Insurance)	3,490	7,750	6,209	4,848	(2,719)	2,902
Training & Support - Participants	1,299,183	0	251,450	0	1,047,733	0
Disaster Temporary Jobs - Covid	548,023	0	432,082	0	115,941	0
Disaster Temporary Jobs - Ida	318,216	0	131,808	0	186,408	0
AARP Grant	73,500	11,500	13,640	827	827	10,673
SUBTOTAL	\$ 3,147,991	\$ 318,564	\$ 1,465,855	\$ 212,384	\$ 1,622,276	\$ 106,180

OJT	\$ 46,338
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	\$ 299,022
WORK EXP	\$ 24,725
DDWG TEMPORARY JOBS	\$ 403,957
SUPPORT	\$ 41,298
	\$ 815,340

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

Month ending MARCH 31, 2023

	Admin	Program	Total Allocation	Expended thru 12/31/22	Balance	Percent Expended	Obligations	Percent of Recapture w/Oblig by 6/30/23	At-Risk
Adult									
PY21 6/23	10,310	92,792	103,102	103,102	0	100%	0	100%	
FY22 6/23	48,593	437,338	485,931	471,537	14,394	97%	0	97%	14,394
PY22 6/24	9,336	84,025	93,361	84,025	9,336	90%	0	90%	
FY23 6/24	41,722	375,495	417,217	45,481	371,736	11%	165,495	51%	
FY22 Transfer 6/23	0	100,000	100,000	100,000	0	100%	0	100%	
	109,961	1,089,650	1,199,611	804,145	395,466	67%	165,495		0
Youth									
PY21 6/23	56,391	507,515	563,906	519,494	44,412	92%		92%	44,412
PY22 6/24	49,290	443,613	492,903	0	492,903	0%	0	0%	
PY20 Recaptured 6/23	0	200,000	200,000	87,616	112,384	44%	55,527		56,857
	105,681	1,151,128	1,256,809	607,110	649,699	48%	55,527		101,269
Dislocated Worker									
PY21 6/23	16,480	148,326	164,806	164,806	0	100%	0	100%	
FY22 6/23	62,700	464,304	527,004	515,281	11,723	98%	0	98%	11,723
PY22 6/24	13,943	125,484	139,427	29,969	109,458	21%	3,708	24%	
FY23 6/24	49,526	445,735	495,261	0	495,261	0%	0	0%	
FY21 Recaptured 6/23	0	200,000	200,000	149,951	50,049	75%	50,049		0
	142,649	1,383,849	1,526,498	860,007	666,491	56%	53,757		11,723
DDWG Covid 12/22	203,298	2,079,686	2,282,984	2,106,474	176,510	92%		92%	
DDWG Hur Ida 8/23	38,000	342,000	380,000	154,350	225,650	41%	152,000		73,650
Grand Total	599,589	6,046,313	6,645,902	4,532,086	2,113,816		426,779		
AARP Grant 12/23	11,500	73,500	85,000	14,467	70,533	17%	37,154	61%	

PY 21 - Program Year 2021 - Funds available July 1, 2021, expires on June 30, 2023

FY 22 - Fiscal Year 2022 - Funds available October 1, 2021, expires on June 30, 2023

PY22 - Program Year 2022- Funds available July 1, 2022, expires on June 30, 2024

FY23 - Fiscal Year 2023-Funds available October 1, 2022, expires on June 30, 2024

DDWG - Covid Emergency Grant - Funds available July 1, 2020, expires on December 31, 2022

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

**EXECUTIVE COMMITTEE RECOMMENDATION
for
May 24th, 2023 Full Board Meeting**

RECOMMENDED ACTION:

1. Approve the renewal of the contract with Castles of Dreams for the provision of the One Stop Operator role based on successful performance and meeting/exceeding of all benchmarks/deliverables. A one-year extension is being recommended based on a positive annual review of performance. The annual budget of \$54,000 to remain the same.
2. Approve the recommended Year Three Deliverables as presented in the attached document.

BACKGROUND INFORMATION:

- WIOA required local boards to utilize a competitive procurement process to select a One-Stop Operator for the local area. At a minimum, the operator must coordinate the service delivery of required one-stop partners and service providers. Additional roles may be established, including coordinating service providers across the system, providing some or all of the services within the center, or coordinating service delivery in a multi-center area.
- The FPD Workforce Board approved and entered into a contract with Castles of Dreams in July of 2021. The contract was renewed for year two which ends on June 30th, 2023.
- The Executive Committee reviewed the performance of Castles of Dreams at its May 11th, 2023 committee meeting. A copy of the Performance Review is attached herein. The Contractor met all and exceeded most benchmarks established by the Board for year two.
- If approved, the Contract extension will begin July 1, 2023 and go through June 30th, 2024 based on positive annual performance reviews.
- Federal law requires the procurement of the One-Stop Operator to be conducted every four years.

Year Three Deliverables

1. Establish and maintain key relationships with workforce partners through regular outreach and contact
2. Develop an in-depth understanding of the partner programs, services, and performance requirements
3. Coordinate regular quarterly Partner meetings, including
 - a. creating the agenda
 - b. identifying and scheduling guest speakers (when applicable)
 - c. communicating effectively to maintain partner participation
 - d. lead and facilitate meetings with a goal toward consensus building
 - e. complete tasks assigned at meetings, as well as holding partners accountable for assigned tasks, and/or follow-up as necessary
4. Plan and ensure cross training of staff for core and mandated partner programs on a variety of topics as identified by partners
5. Implement strategies to improve information sharing among partner programs
6. Serve as a “Point of Contact” to facilitate communication among partner agencies
7. Coordinate with partners, the implementation of quality and continuous improvement principles within the system, including streamlining services and minimizing duplication
8. Assist the Board in ensuring partners are fulfilling responsibilities as outlined in the MOU/IFA, including the provision of providing meaningful access to partner services within the Tri-Parish Works Career Centers
9. Promote adoption of creative and innovative methods and best practices in the delivery of the required services
10. Participate in regular meetings with the WDB Executive Director to review contract terms, processes, and progress towards benchmarks

**ONE-STOP OPERATOR AGREEMENT
PERFORMANCE REVIEW - YEAR 2
July 1, 2022 THROUGH June 30, 2023**

Scoring Matrix: E: Exceeds Expectations M: Meets Expectations N: Needs Improvement U: Unsatisfactory

Deliverable	Score	Deliverable	Score
1. Establishing & maintaining key relationships with workforce partners	E	7. Coordinate with partners, the implementation of quality and continuous improvement principles within the system	E
2. Develop an in-depth understanding of the partner programs, services, and performance requirements	E	8. Assist in the development of a referral process for services among partners	M
3. Coordinate regular partner meetings	E	9. Assist the Board in ensuring partners are fulfilling responsibilities outlined in the MOU	M
4. Plan and ensure cross-training of staff for core and mandated partner programs on a variety of topics as identified by partners	E	10. Promote adoption of creative and innovative methods and best practices in the delivery of the required services	E
5. Implement strategies to improve information sharing among partner programs	M	11. Participate in regular meetings with the Exec. Director to review processes and progress towards benchmarks	E
6. Serve as a "Point of Contact" to facilitate communication among partner agencies	E		

Recommend renewing this agreement for another annual term of July 1, 2023 through June 30, 2024.

Mr. Moore has been extremely effective in his role as One-Stop Operator. The partners trust and work well with him. He was successful in bringing Adult Education into the Comprehensive Center on a part-time basis. He continues to help us move the needle in a positive direction for our workforce system partnership. He has also provided excellent training to our DCFS, Adult Education and Carl Perkins partners to help them better understand the interconnectivity and roles of each partner within the system. Mr. Moore has used his extensive knowledge in WIOA to share different ideas for creating effective partnerships.

Respectfully submitted,

Melissa Kirsch, WDB Executive Director

May 24, 2023

**JUSTIFICATION FOR EMERGENCY PROCUREMENT
OF COOPERATIVE ENDEAVOR AGREEMENT
FOR CRITICAL FINANCIAL SERVICES
WITH ST. TAMMANY PARISH DEVELOPMENT DISTRICT**

This agreement was necessary to prevent and mitigate the loss of essential services for the continued operation of WIOA programs in the tri-parish area.

The FPD Administrative Office lost over 60 years of combined experience in the early months of 2021 with the retirement of both the Fiscal Manager and Program Liaison. Both positions were replaced: the Program Liaison with an internal staff person and the Fiscal Manager with a new hire. These positions are a critical component of the operations to ensure accountability both financially and within the WIOA law. Significant training was provided through an addition to the One-Stop Operator contractor, utilizing the former Program Liaison staff person on a part-time basis. Unfortunately, after a year on the job, the new Fiscal Manager gave a month's notice of her resignation from her position. An immediate search for a new candidate ensued in hopes of finding an experienced governmental accountant. Four applicants were interviewed and a new Fiscal Manager was hired in February 2022. Unfortunately, the individual resigned after eight days on the job. It was determined that the other three candidates would not be a good fit for the position.

This left the FPD in an emergency situation as there was no backup for the Fiscal Manager and this position provides critical financial services to the organization, including but not limited to: payroll processing for all staff, state and federal reporting activities, oversight of the accounts payable processes, etc.

The Executive Director met with the Assistant CFO for the Grant Recipient (St. Bernard Parish Government) to request assistance, however, due to their own significant challenges of being short-staffed and with the recent loss of the CFO, they were not in a position to take on any of the financial duties and suggested contracting with another agency for these services.

In addition, the Director of Planning and Operations also gave notice of her departure at the end of April 2023. This now left two of the most important positions being vacant at the same time. After discussing extensively with a partner agency (St. Tammany Parish Development District) and with concurrence from the Board Chairman, the Executive Director determined the necessity to enter into a cooperative endeavor agreement for the provision of financial services to ensure the agency could continue to operate effectively and in alignment with governmental regulations. It also allows the Workforce Board, Grant Recipient and Executive Director the time needed to evaluate and determine the best course of action going forward to ensure this type of crisis does not reoccur. Many options are on the table for consideration, and are listed below. Time is needed to explore these thoroughly in order to make the best decision for the future of the organization, especially since the Executive Director will be retiring within the next year.

Potential Options for Replacing Fiscal Manager and Stabilizing Organization Going Forward

1. Try again to hire a replacement for this position and train utilizing contracted staff person. Will be costly due to double encumbrance once again for training purposes.
2. Request St. Bernard Parish Government take on certain accounting roles of our operation for a fee, while maintaining specific WIOA-related functions internally. Due to this being an election year for the Parish President position and the current President being term limited, negotiations could not take place until 2024 once the new Parish President is in office and the CFO is replaced
3. Procure certain accounting roles from a third-party provider for a fee, while maintaining specific WIOA-related functions internally
4. Consider a change in Grant Recipient/Administrative Entity to an organization willing and able to provide the necessary support and backup needed to continue operating effectively, efficiently and in compliance with all required laws.