

FIRST PLANNING DISTRICT CONSORTIUM

WORKFORCE DEVELOPMENT BOARD

July 17, 2023

Notice is hereby given that there will be an Executive Committee meeting of the First Planning District Workforce Development Board on **Wednesday, July 26, 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 ending June 30, 2023
2. Discussion on proposed plan and timeline for replacing Executive Director
3. Discussion on replacement of Board members and Chairman
4. Discussion on proposed Salary Schedule Revision
5. Review and discussion of agenda items for August 23rd board meeting
 - a. Approval of new Fiscal Year Budget
 - b. Approval of Revised Policies
 - c. Update on LWC's Monitoring for Program Year 21
 - d. Fiscal Year in Review – Outcomes and Performance
6. Updates and discussion on current initiatives
7. Other Business
8. Review of action items

Alan V. Thriffiley, EA

Alan Thriffiley, Chairman

Serving Plaquemines, St. Bernard & St. Tammany Parishes

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FPD WDB EXPENDITURES TO BUDGET REPORT

Through June 30, 2023

Budget Line Items	ANNUAL BUDGET July 2022 – June 2023	EXPENDITURES THROUGH 6/30/2023	% 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	734,470	94.84%	39,979		39,979	94.84%	0
Operating Costs	134,620	110,061	81.76%	24,559		24,559	81.76%	
Overhead Subtotal	909,069	844,531	92.90%	64,538	0	64,538	92.90%	0
Training/Support for Participants								
Plaquemines	65,577	59,715	91.06%	5,862	45,644	-39,782	160.66%	100,000
St. Bernard	224,414	118,273	52.70%	106,141	54,631	51,510	77.05%	170,000
St. Tammany	710,192	467,833	65.87%	242,359	197,348	45,011	93.66%	229,000
Other Misc. Program Inc.				0				0
Training/Support Subtotal	1,000,183	645,821	64.57%	354,362	297,623	56,739	94.33%	499,000
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	292,262	91.84%	25,954	25,954	0	100.00%	0
Disaster Grant Subtotal	866,239	724,344	83.62%	141,895	25,954	115,941	86.62%	
ADMINISTRATION (10%)								
Staff Salaries/Fringe	241,414	221,743	91.85%	19,671		19,671	91.85%	196,028
Operating Costs	65,650	53,000	80.73%	12,650	0	12,650	80.73%	
Admin Total	307,064	274,743	89.47%	32,321	0	32,321	89.47%	196,028
AARP	85,000	27,968	32.90%	57,032		57,032	32.90%	
GRAND TOTALS	3,167,555	2,517,407	79.47%	650,148	323,577	326,571	89.69%	695,028

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

Through JUNE 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
Anticipated Carryover for 23/24	\$ (499,000)	\$ (196,028)	\$ (695,028)
Total Available for 22/23	\$ 2,848,991	\$ 318,564	\$ 3,167,555

LINE ITEMS	ANNUAL BUDGET July 1, 2022 – June 30, 2023		EXPENDITURES TO DATE JUNE 2023		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe Benefits	\$ 774,449	\$ 241,414	\$ 734,470	\$ 221,743	\$ 39,979	\$ 19,671
System Operator	54,000	19,300	54,000	19,067	0	233
Travel/Mileage	10,000	800	9,891	356	109	444
Conference/Meetings	2,000	1,600	665	266	1,335	1,334
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	5,866	0	634
Supplies	7,000	4,000	4,346	3,272	2,654	728
Furniture/Equipment	4,000	2,000	59	440	3,941	1,560
Rent	15,800	4,300	17,504	4,046	(1,704)	254
Repairs/Maintenance	1,600	1,000	444	529	1,156	471
Telephone/Internet	10,000	3,500	9,845	2,849	155	651
Insurance (GL/Cobra/Surety Bond)	1,100	6,500	969	5,411	131	1,089
Licensing Fees/Assessments	9,400	1,200	3,612	417	5,788	783
Postage	200	1,000	96	423	104	577
Advertisement	370	1,500	60	1,190	310	310
Outreach	5,500	1,000	799	0	4,701	1,000
Professional Development – Staff	2,800	1,500	495	0	2,305	1,500
Professional Dues/WDB	1,960	2,000	0	3,703	1,960	(1,703)
Auto (Gas/Maint/Insurance)	8,490	7,750	7,201	5,080	1,289	2,670
Training & Support - Participants	1,000,183	0	645,821	0	354,362	0
Disaster Temporary Jobs - Covid	548,023	0	432,082	0	115,941	0
Disaster Temporary Jobs - Ida	318,216	0	292,262	0	25,954	0
AARP Grant	73,500	11,500	27,141	827	46,359	10,673
SUBTOTAL	\$ 2,848,991	\$ 318,564	\$ 2,241,837	\$ 275,570	\$ 607,154	\$ 42,994
Grand Totals	\$ 3,167,555	\$ 318,564	\$ 2,517,407	\$ 275,570	\$ 650,148	\$ 42,994

OJT	\$ 69,105
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	\$ 598,389
WORK EXP	\$ 41,451
DDWG TEMPORARY JOBS	\$ 565,155
SUPPORT	\$ 96,065
	\$ 1,370,165

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

Month ending JUNE 30, 2023

Grant/Ending Date	Admin	Program	Total Allocation	Expended thru 06/30/23	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/23
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	485,931	0	100%	0	100%	
PY22 6/24	9,336	84,025	93,361	87,674	5,687	94%	0	94%	
FY23 6/24	41,722	375,495	417,217	261,693	155,524	63%	113,449	90%	
FY22 Transfer 6/23	0	100,000	100,000	100,000	0	100%	0	100%	
	109,961	1,089,650	1,199,611	1,038,400	161,211	87%	113,449		
Youth									
PY21 6/23	56,391	507,515	563,906	563,906	0	100%		100%	
PY22 6/24	49,290	443,613	492,903	82,699	410,204	17%	120,538	41%	
PY20 Recaptured 6/23	0	200,000	200,000	200,000	0	100%			
	105,681	1,151,128	1,256,809	846,605	410,204	67%	120,538		
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	527,004	0	100%	0	100%	
PY22 6/24	13,943	125,484	139,427	129,478	9,949	93%	0	93%	
FY23 6/24	49,526	445,735	495,261	9,789	485,472	2%	63,635	15%	
FY21 Recaptured 6/23	0	200,000	200,000	200,000	0	100%	0		
	142,649	1,383,849	1,526,498	1,031,077	495,421	68%	63,635		
DDWG Covid 12/22	203,298	2,079,686	2,282,984	2,106,474	176,510	92%		92%	176,510
DDWG Hur Ida 8/23	38,000	342,000	380,000	335,232	44,768	88%	44,768	100%	0
Grand Total	599,589	6,046,313	6,645,902	5,357,788	1,288,114		342,390		
AARP Grant 12/23	11,500	73,500	85,000	27,968	57,032	33%		33%	

**Proposed Plan for
Executive Director Replacement And Transition
Prepared for July 26, 2023 Executive Committee meeting**

August / September 2023

- Create Board “Search Committee”
- Choose 4 to 5 board members for committee
- Include current Director and One-Stop Operator as additional committee members
- Review current Executive Director Job Description and revise as necessary
- Determine starting salary range for replacement
- Determine scope of search and methods to advertise
- Finalize Internal and External Job Posting

October 2023

- Post position internally for 3 days and collect resumes for any interested staff member
- Post externally and begin collecting resumes
- Committee determines process for candidate reviews and subsequent interviews

November 2023

- Share resumes with committee for review and next steps
- Conduct candidate first interviews
- Review outcomes with committee
- Schedule second interviews for first week in December

December 2023

- Committee conducts second interviews
- Committee chooses preferred candidate
- Tentative offer made

January 2024

- New Executive Director starts
- Existing Director moves to support/training position (Reduced salary?/Reduced hours)
- Introduce new Director at first Board meeting of calendar year

February thru August 2024

- Training and support provided by existing Director to ease transition
- Existing Director retires on August 31, 2024!

Additional Costs associated with support/training of new Executive Director

- 8 months of salary/benefits based on 32 hrs. wk = \$48,000 to \$53,400
- Vacation payout for approximately 293 hrs. = \$9,550 to \$10,700
- Overall cost to Admin budget between \$17,000 and 19,000
- Could be offset somewhat if lesser starting salary for new Director

LWDB Board Composition Matrix

Name of LWDA:	First Planning District - LWDA 10	As of Date:	June 30, 2023				
Number of board members:	23						
NUMBER OF BOARD MEMBERS IN EACH SECTOR							
Business:	12	Education/Training:	2				
		Government Economic & Community Development:	4				
Number of board meetings required annually according to by-laws:		4					
Board Member Name & Position Title (If applicable)	Type of Business or Industry Represented	Parish	Organization/Agency Name	Term	Term Start Date	Vacancy Date If Applicable	Term Expiration Date
A. Business Representatives - Majority 11 + 1 (to maintain >50%)							
1	Alan Thriffley, Marketing Manager	Professional Services	St. Tammany	Total Insurance Planning Serv	3rd	10/31/21	10/31/24
2	Chris Abadie, Vice President & Commercial Manager	Real Estate	St. Tammany	Stirling Properties	3rd	3/1/23	3/1/26
3	Mindy Nunez Alrhart, Owner	Manufacturing	St. Bernard	Southern Services & Equipment	3rd	2/1/23	2/1/26
4	Adriana Kriesen, Regional HR Director	Healthcare	All Parishes	Ochsner Health Systems	2nd	5/31/21	5/1/24
5	Mark Pisani, Director of HR	Maritime Transportation	St. Bernard/Plaquemines	Associated Terminals	3rd	10/31/20	10/31/23
6	David Kaufmann, Jr., Vice President	Construction	St. Tammany	KB Kaufmann & Co., Inc.	1st	2/1/22	2/1/25
7	Stephen Price, Owner	Professional Services	All Parishes	PD Consulting	3rd	10/31/20	10/31/23
8	Ross Gares, Director of Operations	Manufacturing	St. Bernard	Rain CII Carbon, LLC	1st	10/20/22	10/20/25
9	Floyd Baker, Director of HR	Wholesale Distribution	St. Tammany	Associated Wholesale Grocers	3rd	9/30/21	9/30/24
10	Michelle Hebert, HR Director	Telecommunications/IT	St. Tammany	Globalstar	1st	2/28/21	2/28/24
11	J. Lacey Dugas, VP of HR	Food Manufacturing	Plaquemines	Daybrook Fisheries	1st	2/28/21	2/28/24
12	Bill Henley, Owner/CEO	Information Technology	St. Tammany	CDIT	1st	9/2/22	9/2/25
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, One (1) or more members must be from Joint Labor Management, Union Affiliated, Registered Apprenticeship Programs within the area who serves as a training director or a member of a labor organization.							
13	Ellis Bourque, Training Director	Apprenticeship	Regional	Plumbers & Steamfitters #60	3rd	9/30/20	8/30/23
14	Timothy Bradbury, Business Manager	Union	St. Tammany	Boilermakers Local No. 37	1st	2/1/21	2/1/24
15	Jerry Repka, Training Manager	Apprenticeship	Regional	Carpenters Training Fund	3rd	2/28/23	2/28/26
16	Stephanie Dupepe, Director	Community Based Org	Regional	Catholic Charities	3rd	3/31/23	3/31/26
17	Chiquita Lattimore, Vice President	Community Based Org	Regional	United Way of Southeast La	1st	12/1/21	12/1/24

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C. EDUCATION & TRAINING REPRESENTATIVES Minimum of 2							
One (1) Representative from Institution of Higher Education (Community College) & One (1) Representative must be an Eligible Provider Administering Adult Education and Literacy Activities							
18	Dr. Jim Carlson, Vice Chancellor	Adult Education	St. Tammany	Northshore Tech Comm College	2nd	10/31/18	10/31/24
19	Leonard Unbehagen, Vice Chancellor	Post Secondary	St. Bernard	Nunez Community College	2nd	1/14/22	1/14/25
D. GOVERNMENTAL AND ECONOMIC DEVELOPMENT AND COMMUNITY REPRESENTATIVES (Minimum 4)							
One (1) Economic Development Representative; One (1) Wagner -Peyser Representative; One (1) Vocational Rehabilitation; One (1) Department of Children and Family Services							
20	Keith Espadron, Manager	Economic Development	St. Tammany	St. Tammany Corporation	1st	9/1/20	9/1/23
21	Rachel Mackey, Regional Supervisor	Wagner Peyser	Regional	Louisiana Workforce Com	3rd	9/1/20	9/1/23
22	Charlene Bonck, Regional Supervisor	Voc Rehab	Regional	La. Rehabilitation Services	3rd	10/31/20	10/31/23
23	Runiaja Vicksbrown	TANF	Regional	Dept. Children & Family Serv	1st	9/2/22	9/2/25

**FIRST PLANNING DISTRICT
SALARY SCHEDULE**

PROPOSED UPDATES AUGUST 2023

POSITION	Current Range	Proposed Range
Workforce Board Executive Director	\$65,000 - \$75,000	\$70,000 - \$85,000
Director of Planning & Operations	\$60,000 - \$70,000	\$60,000 - \$75,000
Fiscal Manager	\$54,000 - \$64,000	Same
Program Liaison	\$45,000 - \$60,000	\$45,000 - \$58,000
Center Manager (Comprehensive Center)	\$45,000 - \$55,000	Same
Center Supervisor (Satellite Center)	\$40,000 - \$50,000	Same
Director of Business Services	\$54,000 - \$64,000	Same
Business Services Representative (BSR)	\$42,000 - \$52,000	Same
Director, Youth Services & Training Development	\$42,000 - \$52,000	\$45,000 - \$55,000
Career Specialist 2	\$34,000 - \$44,000	\$37,000 - \$48,000
Career Specialist 1	\$32,000 - \$42,000	\$33,000 - \$42,000
Receptionist	\$12 - \$16 an hour	Same
Monitor – Part-Time	\$22 - \$27 an hour	Same

Comparison between PY23 through- PY14 Allocations (with youth/adult hold harmless) DW hold harmless effective PY 16

Revised 6/7/2023

LWDA	PY 23 Youth TEGL 15-23	Youth Difference PY22 & PY23	PY 23 Adult TEGL 15-22	Adult Difference PY22 & PY23	PY 23 DW TEGL 15-22	DW Difference PY22 & PY23	PY 22 TOTAL TEGL 9-21	PY 23 TOTAL TEGL 15-22	TOTAL Difference PY22 & PY23
10 - First Planning District	\$547,821	\$54,918	\$565,422	\$54,844	\$560,115	(\$74,573)	\$1,638,169	\$1,673,358	\$35,189
11 - Jefferson Parish	\$788,850	(\$142,185)	\$788,095	(\$185,324)	\$1,158,521	(\$114,468)	\$3,177,443	\$2,735,466	(\$441,977)
12 - Orleans Parish	\$1,486,865	(\$439,387)	\$1,473,192	(\$397,454)	\$1,340,970	(\$186,333)	\$5,324,201	\$4,301,027	(\$1,023,174)
14 - River Parishes	\$294,987	(\$54,068)	\$307,704	(\$49,297)	\$401,917	\$42,095	\$1,065,878	\$1,004,608	(\$61,270)
20 - Tangipahoa +9	\$1,279,774	(\$262,000)	\$1,332,380	(\$161,007)	\$1,369,529	\$37,112	\$4,367,578	\$3,981,683	(\$385,895)
21 - Baton Rouge	\$1,300,307	(\$114,201)	\$1,049,000	(\$80,832)	\$1,239,353	(\$46,049)	\$3,829,742	\$3,588,660	(\$241,082)
31 - Bayou Parishes 3	\$511,838	\$14,134	\$505,826	\$20,239	\$579,018	(\$58,537)	\$1,620,846	\$1,596,682	(\$24,164)
40 - Lafayette +7	\$1,548,197	(\$4,176)	\$1,562,828	(\$5,873)	\$1,571,637	(\$292,432)	\$4,985,143	\$4,682,662	(\$302,481)
51 - Lake Charles +5	\$803,123	(\$162,554)	\$789,276	(\$141,121)	\$906,073	(\$100,292)	\$2,902,439	\$2,498,472	(\$403,967)
60 - 6 parishes around Alexandria	\$299,464	(\$45,899)	\$336,498	(\$45,416)	\$296,557	(\$41,514)	\$1,065,348	\$932,519	(\$132,829)
61- Alexandria (Rapides)	\$281,386	(\$37,538)	\$283,621	(\$46,444)	\$263,453	(\$51,964)	\$964,406	\$828,460	(\$135,946)
70 - 10 parishes around Shreveport	\$1,410,311	\$366,533	\$1,366,272	\$425,445	\$828,528	(\$170,986)	\$2,984,119	\$3,605,111	\$620,992
71- City of Shreveport	\$538,459	(\$105,247)	\$523,904	(\$90,033)	\$532,247	(\$50,535)	\$1,840,425	\$1,594,610	(\$245,815)
81 - Ouchaita Parish	\$404,013	(\$61,281)	\$388,879	(\$50,233)	\$393,956	(\$12,219)	\$1,310,581	\$1,186,848	(\$123,733)
83 - 10 parishes northeast corner	\$507,456	(\$77,216)	\$521,038	(\$69,452)	\$457,917	(\$65,196)	\$1,698,275	\$1,486,411	(\$211,864)
LWIA Total	\$12,002,851	(\$1,070,167)	\$11,793,935	(\$821,958)	\$11,899,791	(\$1,185,891)	\$38,774,593	\$35,696,577	(\$3,078,016)
GRAND TOTAL	\$14,121,001	(\$1,259,020)	\$13,875,218	(\$967,009)	\$15,423,284	(\$1,394,230)	\$47,039,762	\$43,419,503	(\$3,620,259)
TOTAL State	\$2,118,150	(\$188,853)	\$2,081,283	(\$145,051)	\$3,523,493	(\$208,339)	\$8,265,169	\$7,722,926	(\$542,243)
Rapid Response					\$1,210,000	\$795			
State Governor's Reserve					\$2,313,493	(\$209,135)			

PY 23 Allocations based on TEGL 15-23

Dislocated Worker Reserve For Statewide Rapid Response Activities are 7.85% of the Total DW allotment.