

May 24, 2022

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, June 15th, 2022 at 8:30 a.m.** This meeting will be held in the 5th floor Council Chamber, Towers Building, 520 Old Spanish Trail, Slidell, Louisiana.

AGENDA:

1. Call to order.....Alan Thriffiley, Chairman
2. Welcome and Introductions.....Alan Thriffiley (5 minutes)
3. Invocation.....Melissa Kirsch
4. Approval of April 27, 2022 meeting minutes (Action Item).....Alan Thriffiley (5 minutes)
5. Comments from the Chairman.....Alan Thriffiley (5 minutes)
6. Review of Expenditure and Operation Reports through April 2022.....Melissa Kirsch (5 minutes)
(Questions only)
7. Review and Approval of Revision #2 to Annual Budget (action item).....Melissa Kirsch (10 minutes)
8. Review and Approval of Extension to One-Stop Operator Contract
For an additional year (action item).....Melissa Kirsch (10 minutes)
9. Review and Consideration of Modification to One-Stop Operator Contract
To include training/technical assistance component (action item).....Melissa Kirsch (10 minutes)
10. Review and Approval of Revised Policies per LWC monitoring outcomes
(action item).....Melissa Kirsch (10 minutes)
11. Review and Approval of Summer Program Agreements (action item).....Melissa Kirsch (10 minutes)
12. Discussion on mtg locations and times to address quorum concerns.....Alan Thriffiley (10 minutes)
13. Review and discussion on Retreat Outcomes and Next Steps.....Alan Thriffiley (20 minutes)
14. Update and discussion on current initiatives.....Jennifer Barnett (10 minutes)
15. Other Business
16. Review of Action Items
17. Public Comment Period

Alan V. Thriffiley, EA

Alan Thriffiley, Chairman

FIRST PLANNING DISTRICT WDB MEETING MINUTES

April 27, 2022 – 8:30 a.m.

MEETING INFORMATION

| | |
|-----------|---|
| Location | This meeting was held in person at Nunez Community College in St. Bernard Parish. |
| Attendees | Chairman Alan Thriffiley, Mr. Chris Abadie, Mr. Ellis Borque, Mr. Tim Bradbury, Dr. James Carlson, Mrs. Rachel Mackey, Mr. David Kaufmann Jr., and Mr. Steve Price. Mr. Mike Stedem, Mrs. Stephanie Dupepe, and Mr. Lenny Unbehagen were in attendance via phone. Also in attendance were Melissa Kirsch (Executive Director), Jennifer Barnett (Director of Operations and Planning), and Stacie Chitwood. |

1. CALL TO ORDER

The meeting was called to order at 8:32 a.m. by Chairman Alan Thriffiley and a quorum was declared.

2. WELCOME AND INTRODUCTIONS

Chairman Alan Thriffiley thanked everyone for being in attendance. He offered a reminder of the new meeting packets that are emailed to all board members prior to every meeting. This new format is to assist with shortening presentation time while helping prepare members for dialogue.

3. INVOCATION

Mrs. Melissa Kirsch gave the invocation.

4. APPROVAL OF FEBRUARY 2, 2022 MEETING MINUTES

Chairman Alan Thriffiley presented the minutes from the February 2, 2022 board meeting, and reviewed the action items. A motion for approval was made by Mr. Mike Stedem and seconded by Mr. Tim Bradbury. The minutes were approved by a unanimous vote with no objections.

5. COMMENTS FROM THE CHAIRMAN

Chairman Alan Thriffiley shared his appreciation for the level of recognition that was given to students of NTCC at the recent Chancellor's Breakfast held by Dr. James Carlson and his team. He continued to share his insights on the current economic situation within the local area. He continued by stating that he has been seeing a slow down in business and a decline in collected sales tax most likely resulting from the coming inflation. This has caused a set of warnings within businesses. He concluded this topic by urging business owners to hold on because a rebound will follow.

6. REVIEW AND DISCUSSION OF FINANCIAL REPORTS THROUGH MARCH 2022

Mrs. Melissa Kirsch was recognized to present the financial reports through February of the current program year. Training expenditures are already at 102%. Assuming all current training obligations are fulfilled, training expenditures are trending at 123%. The bottom line is that we have been spending a lot of money this year on helping individuals. Even with the pandemic, our spending has remained strong throughout this time with training assistance. On the Job Training decreased, but classroom training has increased. The emergency grant for Plaquemines was received for their clean up efforts, but we have not started to enroll participants. Finding eligible individuals willing to do clean up work for \$15 an hour has proved challenging. The COVID disaster grant is going well and spending is on target. Chairman Thriffiley requested more detail on the negative balance in St. Tammany training expenditures. Mrs. Kirsch explained that that the St. Tammany Center has over spent on their budgeted training dollars, however, we do put funding in reserve that will offset this spending. Dr. James Carlson inquired if there is an amount required per parish. Mrs. Kirsch responded that there is only one pool of funds formally, but it is broken down by parish on the reports for transparency to how the money is being shared throughout the area. Mrs. Kirsch concluded this discussion with

reference to the fund utilization report and the confirmation that we will have a small amount of funds to be rolled over from this current program year.

7. REVIEW AND APPROVAL OF DDWG BUDGET REVISION AND REQUEST FOR ADDITIONAL FUNDS

- Mrs. Melissa Kirsch was recognized to explain the purpose of the proposed budget revision and request for additional funds. She indicated that based on our anticipated balance of funds at the end of this fiscal year, it would be helpful if we could receive some additional funds from the state that may have been recaptured from other areas and are set to expire in June. Mrs. Kirsch recommended that a request of \$350,000 be made to the state. If received, \$100,000 could be utilized for additional Dislocated Worker/Adult work-based training activities, and \$250,000 could be utilized to support current and future youth projects. A motion for approval was made by Mr. Steve Price and seconded by Dr. James Carlson. The request was approved by a unanimous vote with no objections.
- Mrs. Kirsch directed the conversation to the request of a line-item revision to the Disaster Dislocated Worker Covid Grant. There is a balance of \$984,692 that must be spent before the expiration date in December 2022. At the start of this grant, all of the funds were placed into the temporary jobs category because that was the original focus of needs. The need has shifted away from temporary jobs with the decrease in covid restrictions. Fortunately, these funds can also be utilized for training purposes. The request Mrs. Kirsch presented is to create a line-item revision to the Disaster Dislocated Worker Covid Grant to move \$400,000 from Temporary Jobs to training. This action will support those still in temporary roles while ensuring all funds are utilized before the end of the grant. A motion for approval was made by Mr. Steve Price and seconded by Mr. Chris Abadie. The request was approved by a unanimous vote with no objections.

8. REVIEW AND APPROVAL OF MODIFICATION TO ONE-STOP OPERATOR CONTRACT

Mrs. Melissa Kirsch explained that the FPD administrative office has lost over 60 years of combined experience within the last few months with the retirement of both the Fiscal Manager and Program Liaison. While the new staff that replaced them is doing well, there is still a significant amount for each to learn. The positions are a critical component of the operations to ensure accountability both financially and within WIOA law. Mrs. Kirsch proposed to the board to add a training/technical assistance component to the One-Stop Operator Agreement for the next year to ensure the new administrative staff can continue to learn all aspects of the law and their positions from the retired Program Liaison, Mrs. Ellen Ortiz. Unfortunately, this request is not cut and dry due to the special rules and ethics in regard to retirement. A request has been made to the ethics committee for review, but it is already known that she will not be able to be hired directly through the board. If possible, Mrs. Ortiz will have to be hired through another contract. An opinion has been requested from Ethics Commission. Mrs. Kirsch is requesting that the board modify an addition of \$3,700 the current One-Stop Operator Agreement that expires June 30, 2022, and an addition of \$20,000 to the One-Stop Operator Agreement of the next program year between July 1, 2022 and June 30, 2023. This request will be dependent on a favorable opinion from the Louisiana Board of Ethics. Chairman Alan Thriffiley inquired about the rate, and Mrs. Kirsch responded with a rate of \$29 per hour. Chairman Alan Thriffiley also asked if all others have been researched and exhausted, such as the One-Stop-Operator. Mrs. Rachel Mackey shared that the state does this often with rehiring retired employees in a temporary status under civil service statute 23, but Mrs. Kirsch shared that this retirement program does not allow for this. Mr. Ellis Borque struggled with the concept of requesting additional funds to bring someone back to train when it was wasn't originally affordable to have training occur while in position. Mr. Steve Price returned the conversation back to the One-Stop-Operator's ability to assist. He also suggested to look into the private sector for a possible consultant, and Mr. Ellis Borque inquired on whether there is a formal training program available. Mrs. Jennifer Barnett shared that the role in question is a very nuanced position that requires multiple years of institutional knowledge. The basic timeframe to understand basic case management is one year, and

no less than five years to understand the nuances. The concern motivating this request is that the board will be at a loss because it was the institutional knowledge of the two retired employees that allowed the board to become one that performed so well. Mrs. Kirsch also explained that hiring an outside consultant would not be able to assist her in this because she would have to spend the same amount of time to train them to do what she needs accomplished. Chairman Alan Thriffiley asked that before the next meeting that all specific information regarding time frame and detailed costs be confirmed so that this will not need to be revisited again in the future. He concluded this conversation by sharing that he is in favor of this, but does not recommend taking any action until the determination is received from the Ethics Board.

9. REVIEW AND DISCUSSION ON PERSONNEL POLICY UPDATE TO INCREASE MILEAGE REIMBURSEMENT

Mrs. Melissa Kirsch introduced the request to increase the current mileage reimbursement rate from .40 cents per mile to match the state approved rate. This policy has not been reviewed in over 17 years and is in need of revision due to the increase of gas prices. Mrs. Rachel Mackey offered her support for not listing an existing rate and stating the state approved rate because it will prevent multiple future votes when and if the rate were to change again. Mr. Steve Price presented a motion to approve the revision, and it was seconded by Mr. David Kaufmann, Jr. The motion was approved by a unanimous vote with no objections and no abstentions.

10. REVIEW AND DISCUSSION ON RETREAT OUTCOMES AND NEXT STEPS

Mrs. Melissa Kirsch reviewed the next steps proposed to support the goal agreed upon at the retreat. All six steps were shared in the packet and sent to the board. Mrs. Kirsch continued by discussing the subset of the goal which was to duplicate and expand the 2021 pilot "Career Exploration Summer Academy". The 2022 summer program has been expanded to St. Bernard with Nunez Community college, and the participants were increased to 25 in St. Tammany for Northshore Technical Community College. Mrs. Kirsch also discussed the benefit of adding more employer involvement because of the positive impact that was made in the previous year's lunch and learns. Mrs. Jennifer Barnett added that it would be an additional added benefit if there were employers on the board volunteer to share their experience with the group. Mrs. Kirsch continued by stating that the shared document is still a work in progress, and the completed copy will be included in the packet sent to the full board. She concluded by stating the intention of planning at least 30 minutes to recap the retreat at the next board meeting to create specific desired results.

11. UPDATE AND DISCUSSION ON CURRENT INITIATIVES

Mrs. Jennifer Barnett was recognized to share information on current initiatives underway. She shared that the Spring Mega Job Fair was canceled due to the labor market not being supportive of a large event. There are four job fairs targeted to specific industries to replace this.

- April 27th – Healthcare
- June 14th – Construction, Manufacturing, and Logistics
- August 2nd – Professional & IT Level
- September – Customer Service, Sales, and Administrative

The healthcare job fair has 39 employers involved with over 1000 jobs available. The concern is that only 70 job seekers registered. This information was shared on all social media platforms, on radio, and with the assistance of partner employers and agencies.

Mrs. Barnett continued with sharing that both herself and Mr. Dave Maziarz presented to a packed room on technology uses during Covid at the National Association of Workforce Boards Conference in Washington, D.C.

The last initiative shared was that Mrs. Barnett is in the third session of the National Workforce Board Boot Camp and is starting a Capstone project focused on acquiring additional workforce funds. This will assist with positioning the board into a more strategic position as the most strategic boards have less than half of their funding come from WIOA funds.

12. OTHER BUSINESS

Mrs. Melissa Kirsch continued onto the next item of reminding all board members that the Personal Finance Disclosures will need to be in before May 15th. Chairman Alan Thriffley then opened the floor for any other public comments. With no additional business requesting to be discussed, the meeting was adjourned at 9:54 a.m.

13. ACTION ITEMS

EXECUTIVE DIRECTOR

- Continue to provide details on bullet items listed in next steps from the retreat.
- Gather specific timeline and needs requested for the board to vote on the revision to the One-Stop Operator Agreement pending determination from the Ethics Board

BOARD MEMBERS

- Review included financial reports prior to upcoming meeting to vote on budget revisions.
- Complete Personal Financial Disclosures before May 15th.

FPD WDB EXPENDITURES TO BUDGET REPORT

Through April 30, 2022

| Budget Line Items | ANNUAL BUDGET July 2021 – June 2022 | EXPENDITURES THROUGH 4/30/2022 | % EXP | BALANCE OF FUNDS | CURRENT OBLIGATIONS | BALANCE INCLUDING OBLIGATIONS | % w/ OBS | RESERVE FOR FUTURE YEAR 7/22 – 6/23 |
|---|-------------------------------------|--------------------------------|----------------|------------------|---------------------|-------------------------------|----------------|-------------------------------------|
| Tri-Parish Centers - Program | | | | | | | | |
| Staff Salaries/Fringe | 1,044,786 | 762,562 | 72.99% | 282,224 | 0 | 282,224 | 72.99% | 0 |
| Operating Costs | 144,281 | 99,731 | 69.12% | 44,550 | | 44,550 | 69.12% | 0 |
| Training/Support for Participants | | | | | | | | |
| Plaquemines | 148,880 | 78,085 | 52.45% | 70,795 | 1,393 | 69,402 | 53.38% | 60,000 |
| St. Bernard | 280,280 | 217,233 | 77.51% | 63,047 | 21,925 | 41,122 | 85.33% | 115,000 |
| St. Tammany | 797,929 | 1,024,586 | 128.41% | -226,657 | 110,786 | -337,443 | 142.29% | 150,000 |
| St. Tammany Corp CEA | 13,750 | 12,500 | 90.91% | 1,250 | 1,250 | 0 | 100.00% | 0 |
| Other Misc. Program Inc. | 0 | 0 | | 0 | | | | 0 |
| Training/Support Subtotal | 1,240,839 | 1,332,404 | 107.38% | -91,565 | 135,354 | -226,919 | 118.29% | 325,000 |
| Disaster Dislocated Worker Grants – Temporary Jobs | | | | | | | | |
| Plaquemines - IDA | 120,000 | 0 | 0 | 120,000 | 0 | 120,000 | 0.00% | 207,000 |
| St. Bernard - Covid | 644,212 | 392,343 | 60.90% | 251,869 | \$46,462 | 205,407 | 68.11% | 0 |
| St. Tammany - Covid | 692,332 | 294,450 | 42.53% | 397,882 | \$14,508 | 383,374 | 44.63% | 0 |
| DWG Temp Jobs Subtotal | 1,456,544 | 686,793 | 47.15% | 769,751 | \$60,970 | 708,781 | 51.34% | 0 |
| Program Totals | 3,886,450 | 2,881,490 | 74.14% | 1,004,960 | 196,324 | 808,636 | 79% | 532,000 |
| Administration | | | | | | | | |
| Staff Salaries/Fringe | 191,975 | 207,436 | 108.05% | -15,461 | 0 | -15,461 | | 331,214 |
| Operating Costs | 37,470 | 20,176 | 53.85% | 17,294 | 0 | 17,294 | | 42,970 |
| Admin Total | 229,445 | 227,612 | 99.20% | 1,833 | 0 | 1,833 | 99.20% | 374,184 |
| GRAND TOTALS | 4,115,895 | 3,109,102 | 75.54% | 1,006,793 | 196,324 | 810,469 | 80.31% | 906,184 |

FIRST PLANNING DISTRICT

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

| Total Funds available through June 2023 | PROGRAM | ADMINISTRATION | TOTAL |
|--|---------------------|-------------------|---------------------|
| Total Carryover Funds | \$ 947,255 | \$ 192,437 | \$ 1,139,692 |
| New Allocation 2020/22 | \$ 1,750,275 | \$ 194,474 | \$ 1,944,749 |
| St. Tammany Corp CEA | \$ 13,750 | \$ - | \$ 13,750 |
| Other Misc. Program Income | \$ - | \$ - | \$ - |
| Disaster Dislocated Worker Grant - Covid | \$ 1,376,170 | \$ 178,718 | \$ 1,554,888 |
| Disaster Dislocated Worker Grant - Ida | \$ 342,000 | \$ 38,000 | \$ 380,000 |
| GRAND TOTAL | \$ 4,429,450 | \$ 603,629 | \$ 5,033,079 |

| LINE ITEMS | ANNUAL BUDGET July 1, 2021 – June 30, 2022 | | EXPENDITURES TO DATE APRIL 2022 | | BALANCE | |
|-----------------------------------|---|-------------------|---------------------------------|-------------------|---------------------|-----------------|
| | PROGRAM | ADMIN | PROGRAM | ADMIN | PROGRAM | ADMIN |
| Staff Salaries/Fringe Benefits | \$ 1,044,786 | \$ 191,975 | \$ 762,562 | \$ 207,436 | \$ 282,224 | \$ (15,461) |
| System Operator | \$ 54,000 | | \$ 45,000 | | \$ 9,000 | \$ - |
| Travel/Mileage | \$ 3,000 | \$ 1,900 | \$ 3,516 | \$ 290 | \$ (516) | \$ 1,610 |
| Conference/Meetings | \$ 1,000 | \$ 3,000 | \$ 1,859 | \$ 1,715 | \$ (859) | \$ 1,285 |
| Unemployment Insurance | \$ 5,000 | | | | \$ 5,000 | \$ - |
| Staff Drug Screen/new hire | \$ 475 | \$ 260 | \$ 90 | \$ 145 | \$ 385 | \$ 115 |
| Accounting Services | \$ - | \$ 6,910 | | \$ 4,676 | \$ - | \$ 2,234 |
| Supplies | \$ 6,350 | \$ 3,000 | \$ 4,428 | \$ 2,062 | \$ 1,922 | \$ 938 |
| Furniture/Equipment | \$ 6,525 | \$ 1,500 | \$ 1,420 | | \$ 5,105 | \$ 1,500 |
| Rent | \$ 15,600 | \$ 5,500 | \$ 13,731 | \$ 2,769 | \$ 1,869 | \$ 2,731 |
| Repairs/Maintenance | \$ 2,700 | \$ 1,200 | \$ 598 | \$ (132) | \$ 2,102 | \$ 1,332 |
| Telephone/Internet | \$ 13,236 | \$ 4,000 | \$ 8,755 | \$ 2,348 | \$ 4,481 | \$ 1,652 |
| Insurance (GL/Cobra/Surety Bond) | \$ 1,270 | \$ 1,550 | \$ 52 | \$ 1,039 | \$ 1,218 | \$ 511 |
| Licensing Fees/Assessments | \$ 5,950 | \$ 200 | \$ 7,421 | | \$ (1,471) | \$ 200 |
| Postage | \$ 450 | \$ 1,500 | \$ 58 | \$ 56 | \$ 392 | \$ 1,444 |
| Advertisement | \$ 625 | \$ 2,000 | | | \$ 625 | \$ 2,000 |
| Outreach | \$ 9,300 | \$ 200 | \$ 4,788 | | \$ 4,512 | \$ 200 |
| Professional Development – Staff | \$ 5,500 | \$ - | \$ 489 | | \$ 5,011 | \$ - |
| Professional Dues/WDB | \$ 1,100 | \$ 1,750 | \$ 350 | \$ 1,823 | \$ 750 | \$ (73) |
| Auto (Gas/Maint/Insurance) | \$ 12,200 | \$ 3,000 | \$ 7,176 | \$ 3,385 | \$ 5,024 | \$ (385) |
| Training & Support - Participants | \$ 1,227,089 | | \$ 1,319,904 | | \$ (92,815) | \$ - |
| St. Tammany Corp CEA | \$ 13,750 | | \$ 12,500 | | \$ 1,250 | \$ - |
| Misc. Program Income | \$ - | | | | \$ - | \$ - |
| Disaster Temporary Jobs - Covid | \$ 1,336,544 | | \$ 686,793 | | \$ 649,751 | |
| Disaster Temporary Jobs - Ida | \$ 120,000 | | | | \$ 120,000 | \$ - |
| SUBTOTAL | \$ 3,886,450 | \$ 229,445 | \$ 2,881,490 | \$ 227,612 | \$ 1,004,960 | \$ 1,833 |

| | |
|--|---------------------|
| OJT | \$ 177,928 |
| CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION | \$ 948,726 |
| WORK EXP | \$ 120,504 |
| DDWG TEMP JOBS (670,499), DDWG SUPPORT (2,053) | \$ 672,552 |
| SUPPORT | \$ 99,487 |
| | \$ 2,019,197 |

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

Month ending APRIL 30, 2022

| | Admin | Program | Total Allocation | Expended thru 4/30/22 | Balance | Percent Expended | Obligations | Percent w/Oblig | At-Risk of Recapture by 6/30/22 |
|--------------------------|-------------------|---------------------|---------------------|-----------------------|---------------------|------------------|-------------------|-----------------|---------------------------------|
| Adult | | | | | | | | | |
| *PY20 expires 6/22 | 11,556.00 | 104,003.00 | 115,559.00 | 115,559.00 | 0.00 | 100% | 0.00 | 100% | |
| **FY21 expires 6/22 | 57,664.00 | 518,979.00 | 576,643.00 | 576,362.00 | 281.00 | 100% | 281.00 | 100% | |
| ***PY21 expires 6/23 | 10,310.00 | 92,792.00 | 103,102.00 | 94,603.00 | 8,499.00 | 92% | 8,499.00 | 100% | |
| ****FY22 expires 6/23 | 48,593.00 | 437,338.00 | 485,931.00 | 326,938.00 | 158,993.00 | 67% | 75,557.00 | 83% | |
| | 128,123.00 | 1,153,112.00 | 1,281,235.00 | 1,113,462.00 | 167,773.00 | 87% | 84,337.00 | | |
| Youth | | | | | | | | | |
| *PY20 expires 6/22 | 66,805.00 | 601,241.00 | 668,046.00 | 667,718.00 | 328.00 | 100% | 328.00 | 100% | |
| ***PY21 expires 6/23 | 56,391.00 | 507,515.00 | 563,906.00 | 371,609.00 | 192,297.00 | 66% | 87,971.00 | 81% | |
| | 123,196.00 | 1,108,756.00 | 1,231,952.00 | 1,039,327.00 | 192,625.00 | 84% | 88,299.00 | | |
| Dislocated Worker | | | | | | | | | |
| *PY20 expires 6/22 | 16,130.00 | 145,172.00 | 161,302.00 | 161,302.00 | 0.00 | 100% | 0.00 | 100% | |
| **FY21 expires 6/22 | 64,993.00 | 584,941.00 | 649,934.00 | 649,934.00 | 0.00 | 100% | 0.00 | 100% | |
| ***PY21 expires 6/23 | 16,480.00 | 148,326.00 | 164,806.00 | 154,591.00 | 10,215.00 | 94% | 10,215.00 | 100% | |
| ****FY22 expires 6/23 | 62,700.00 | 564,304.00 | 627,004.00 | 262,925.00 | 364,079.00 | 42% | 28,205.00 | 46% | |
| | 160,303.00 | 1,442,743.00 | 1,603,046.00 | 1,228,752.00 | 374,294.00 | 77% | 38,420.00 | | |
| ****DWG expires 12/22 | 203,298.00 | 1,829,686.00 | 2,032,984.00 | 1,219,950.00 | 813,034.00 | 60% | N/A | N/A | |
| DDWG - Hurricane Ida | 38,000.00 | 342,000.00 | 380,000.00 | | 380,000.00 | 0% | N/A | N/A | |
| Grand Total | 614,920.00 | 5,534,297.00 | 6,149,217.00 | 4,601,491.00 | 1,547,726.00 | | 211,056.00 | | 0.00 |

*PY20 - Program Year 2020 - Funds available July 1, 2020, expires on June 30, 2022, Youth funds available April 1, 2020

**FY 21 - Fiscal Year 2021 - Funds available October 1, 2020, expires on June 30, 2022

***PY21- Program Year 2021- Funds available July 1, 2021, expires on June 30, 2023, Youth funds available April 1, 2021

****FY22-Fiscal Year 2022-Funds available October 1, 2021, expires on June 30, 2023

***** DWG - Dislocated Worker Emergency Grant - Funds available July 1, 2020, expires on December 31, 2022

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

June 15, 2022 Meeting

Agenda Item #7

Review and Approval of Budget Revision #2

Explanation of revision is included on the document itself.

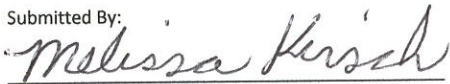
TWO-YEAR BUDGET
JULY 1, 2021 THROUGH JUNE 30, 2023

REVISION #2 - June 15, 2022

| Total Funds available through June 2023 | PROGRAM | ADMINISTRATION | TOTAL |
|---|---------------------|-------------------|---------------------|
| Total Carryover Funds | \$ 947,255 | \$ 192,437 | \$ 1,139,692 |
| New Allocation 2021/23 | \$ 1,750,275 | \$ 194,474 | \$ 1,944,749 |
| St. Tammany Corp CEA | \$ 13,750 | | \$ 13,750 |
| Other Misc. Program Income | | | |
| Disaster Dislocated Worker Grant / Covid | \$ 1,376,170 | \$ 178,718 | \$ 1,554,888 |
| Disaster Dislocated Worker Grant / Ida | \$ 342,000 | \$ 38,000 | \$ 380,000 |
| RECAPTURED FY19 YOUTH FUNDS FROM LWC | \$ 100,000 | \$ - | \$ 100,000 |
| GRAND TOTAL | \$ 4,529,450 | \$ 603,629 | \$ 5,133,079 |

| LINE ITEMS | ANNUAL BUDGET | | CHANGE | | RESERVE | | CHANGE | | ALL YEARS GRAND TOTALS |
|-----------------------------------|------------------------------|------------------|------------|-----------|------------------------------|------------------|-------------|-------|------------------------|
| | July 1, 2021 – June 30, 2022 | | | | July 1, 2022 – June 30, 2023 | | | | |
| | PROGRAM | ADMIN | PROGRAM | ADMIN | PROGRAM | ADMIN | PROGRAM | ADMIN | |
| Staff Salaries/Fringe Benefits | \$1,044,786 | \$191,975 | <\$33,000> | \$33,000 | \$11,000 | \$331,314 | | | \$1,579,075 |
| System Operator | 54,000 | | | | | | | | \$54,000 |
| Travel/Mileage | 3,000 | 1900 | \$1,500 | | | 1800 | | | \$8,200 |
| Conference/Meetings | 1,000 | 3,000 | 1,000 | | | 2,000 | | | \$7,000 |
| Unemployment Insurance | 5,000 | | <\$5,000> | | | | | | \$0 |
| Staff Drug Screen/New Hire | 475 | 260 | | | | 60 | | | \$795 |
| Accounting Services | 0 | 6,910 | | | | 7,510 | | | \$14,420 |
| Supplies | 6,350 | 3,000 | | | | 3,500 | | | \$12,850 |
| Furniture/Equipment | 6,525 | 1,500 | | | | 3,300 | | | \$11,325 |
| Rent | 15,600 | 5,500 | \$1,000 | | | 5,400 | | | \$27,500 |
| Repairs/Maintenance | 2,700 | 1,200 | | | | 1,500 | | | \$5,400 |
| Telephone/Internet | 13,236 | 4,000 | | | | 4,900 | | | \$22,136 |
| Insurance (GL/Cobra/Surety Bond) | 1,270 | 1550 | | | | 1700 | | | \$4,520 |
| Licensing Fees/Assessments | 5,950 | 200 | \$2,500 | | | 400 | | | \$9,050 |
| Postage | 450 | 1500 | | | | 1800 | | | \$3,750 |
| Advertisement | 625 | 2,000 | | <\$1,000> | | 2,300 | | | \$3,925 |
| Outreach | 9,300 | 200 | | | | 400 | | | \$9,900 |
| Professional Development – Staff | 5,500 | | <\$1,000> | | | 1500 | | | \$6,000 |
| Professional Dues/WDB expenses | 1,100 | 1,750 | | \$300 | | 1,000 | | | \$4,150 |
| Auto (Gas/Maint/Insurance) | 12,200 | 3,000 | | \$700 | | 3,800 | | | \$19,700 |
| Training & Support - Participants | 1,227,089 | | \$275,000 | | 425,000 | | <\$275,000> | | \$1,652,089 |
| St. Tammany Corp CEA | 13,750 | | | | | | | | \$13,750 |
| Misc. Program Income | | | | | | | | | \$0 |
| Disaster Temporary Jobs - Covid | 1,336,544 | | | | | | | | \$1,336,544 |
| Disaster Temporary Jobs - Ida | 120,000 | | | | 207000 | | | | \$327,000 |
| SUBTOTAL | \$3,886,450 | \$229,445 | | | \$643,000 | \$374,184 | | | \$5,133,079 |

Submitted By:



Melissa Kirsch, WDB Executive Director

Approved by the Workforce Development Board on

Alan Thriffiley, Chairman

Revision Explanation

1. Added \$100,000 to overall budget (received from LWC) for Youth activities through June 30 22
2. Move \$33,000 in salaries/benefits from program to admin to make whole. Originally intended to charge to program, but due to "use or lose" situation, Admin was charged instead, leaving a negative balance in the budget
3. Moved \$275,000 of training reserve to current year budget to cover deficit and anticipated participant cost thru June 30 22
4. Moved money around in a few operation expense line items to ensure no negative balance at Year end

June 15, 2022 Meeting
Agenda Item #8
Review and Approval of Renewal to
One-Stop Operator Contract

Explanation: The One-Stop Operator Contract with Castles of Dreams (Bryan Moore) is set to expire on June 30, 2022. Based on satisfactory performance, I am recommending a renewal of this contract for another year (July 1, 2022 through June 30, 2023). Contract amount to remain the same at \$54,000. I have attached a Performance review document indicating the deliverables and outcomes.

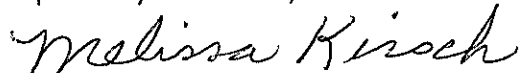
**ONE-STOP OPERATOR AGREEMENT
PERFORMANCE REVIEW - YEAR 1
July 1, 2021 THROUGH June 30, 2022**

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 | 8. 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 | 9. Coordinate the development of a formal referral process for services among partners | M |
| 3. Coordinate regular partner meetings | E | 10. 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 | 11. 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 | E | 12. 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 | 13. Provide occasional presentations to Board on progress towards partnership development | M |
| 7. Create and distribute newsletter or information to ensure partners stay informed and updated on all relevant one-stop system activities | N/A | | |

Recommend renewing this agreement for another annual term of July 1, 2022 through June 30, 2023.

Respectfully submitted,



Melissa Kirsch, WDB Executive Director

June 15, 2022

The role of the One-Stop Operator is to coordinate the service delivery of core programs funded under WIOA, WIOA Mandated Partners in the LWDA, and other community (additional partners) partners working with the comprehensive and affiliate Tri-Parish Works Centers. The WIOA MOU serves the key purpose of defining partner roles and focuses, in part, on the shaping of the workforce system. This includes the sharing of resources, referral agreements to coordinate the provision of services, and co-enrollment of participants, where appropriate. The overall goal is to ensure efficiency and effectiveness within the tri-parish area of Louisiana's Workforce Development System.

Specific tasks performed by the One Stop Operator during this program year include the following:

1. Establishing and maintaining key relationships with workforce partners

OSO has met with each MOU Partner to make the appropriate introductions and explain WIOA and the purposes of the MOU and IFAs, as required by federal law. A series of 1:1 meetings have been held with MOU partners, and Quarterly MOU Partner Meetings have been re-established and regularly held each quarter. MOU partners have direct access to the OSO to address any questions or concerns regarding services, resources, customers, and/or partners.

OSO has also begun providing WIOA and workforce development training to key partner leadership and middle managers as a 1st Phase strategy prior to training front line staff on WIOA.

2. Develop an in-depth understanding of the partner programs, services, and performance requirements

OSO has met with each MOU partner individually as part of its strategy to build and maintain relationships with partners, as well as learn all critical aspects (e.g., eligibility, funding, key stakeholders, performance requirements) of partner programs and services. Quarterly MOU partners meetings have been designed to allow partners to "spotlight" their programs and services such that all partners gain knowledge of one another's service offerings to the shared customers of the partnership.

3. Coordinate regular 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

All MOU Partner Meetings have been well-attended and engaging since the OSO has been on board. Future meetings will include reports from sub-groups (working groups) to be established

by partners. Partners have been eagerly willing to participate and present their respective program services to one another through this format.

4. Plan and ensure cross-training of staff for core and mandated partner programs on a variety of topics as identified by partners including

- a. develop and distribute desk aids/asset map and update as necessary,
- b. maintain and distribute master staff contact lists

Desk aids (e.g., IFA Guide, WIOA Definitions) have been developed by the OSO to be shared with all MOU partners as guides to WIOA and One-Stop services. WIOA Alignment Groups will be created through the MOU Partner process. One of the chief outcomes of this process will include the creation of an asset map of all workforce services available in and around the 3-parish local area. A collective process will increase accountability and ownership of all partners.

5. Implement strategies to improve information sharing among partner programs

OSO has proposed requiring all MOU Partners to utilize the Unite Us/Unite Louisiana platform to refer and track services provided to customers as a best practice to improve information sharing as it pertains to services to shared customers. Each MOU partner has also identified a single point of contact whereby each partner has a reliable resource internal to each partner agency as a strategy to improve the effective communication between partners

6. Serve as a “Point of Contact” to facilitate communication among partner agencies

OSO has established itself as the POC (i.e., intermediary) to facilitate communication among partner agencies. As partners begin working more closely with one another to achieve common goals, OSO will continue the facilitation of communication while allowing the natural process of relationship building and partner trust to organically evolve.

7. Create and distribute newsletter or information to ensure partners stay informed and updated on all relevant one-stop system activities

After consultation with Executive Director, it was determined that the creation of a newsletter would be premature at this stage. Currently using the MOU partner meeting process to keep partners engaged and “in the know” as relationships continue to strengthen. WIOA Alignment Group Committee will be formed that will be responsible for “Communications” of all things workforce development as it pertains to MOU partner initiatives and outcomes as well as the initiatives of individual agencies, success stories, etc.

8. Coordinate with partners, the implementation of quality and continuous improvement principles within the system, including streamlining services and minimizing duplication

Working with key MOU partner agencies to achieve this outcome. Efforts with Adult Education and JAG have proven successful in the coordination of services provided to youth co-enrolled in these programs. Policy has been created and implemented through a joint effort of Adult Ed., JAG, and Tri-parish Works key leadership.

Similar efforts are in motion as the OSO works with Adult Education and Career and Technical Education (CTE) leaders at the State level to streamline services through cross-training of staff via workshops, seminars, and other in-services made available to front-line staff from multiple agencies.

9. Coordinate the development and implementation of a formal referral process for services within and outside of the Center(s); including minimum standards for referral, follow-up requirements, and documentation of referral outcomes

MOUs will be modified to include language requiring all partners of the FPD-LWDA10 to use the Unite Louisiana platform as the standard method of referring customers with the ability to track the referral through an online, automated process. It is expected that this uniformed referral and tracking process will increase effectiveness and improve successful outcomes for workforce customers.

10. 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

OSO works with partners to ensure each understands its roles and responsibilities pursuant to WIOA and the MOU. Constant feedback is solicited and received from partners, with Tri-parish Works being the key partner that provides meaningful feedback and guidance as to what is needed, missing, needs improvement, etc., as it relates to customer access to partner program services. The MOU partner meetings as well as the sub-groups of partners created will serve as the proper forum to openly discuss successes and challenges each partner faces in the provision of services as part of this partnership

11. Promote adoption of creative and innovative methods and best practices in the delivery of the required services

OSO utilizes its role in the facilitation and coordination of partner meetings and regular communication to promote and strongly encourage the willingness to “self-examine” the internal operations of each partner agency to determine whether current policy is effective, or in need to improvement in the interest of providing excellent customer service.

OSO consistently shares promising and best practices from across the country with MOU partners. Getting partners to step out of “silos” is challenging. However, with consistent reductions in federal funding and the need to share resources being greater than ever before, partners are beginning to understand the benefits of working more closely to reduce redundancy and duplication of effort and resources while seeking to achieve the same outcomes.

12. Participate in regular meetings with the WDB Executive Director to review contract terms, processes, and progress towards benchmarks.

OSO meets regularly with the Executive Director of FPD-LWDB10 to discuss progress towards the accomplishment of goals and objectives, successful outcomes and challenges, issues that may need the attention of the E.D. and/or Board, receive guidance and direction, and to discuss any other issues that must be addressed. These 1:1 meetings, which take place monthly, or more frequently, when needed, have proven effective in keeping both the E.D. and OSO abreast of progress, changes in strategy, Board directives, etc., in real time.

13. Provide presentations to the Workforce Board at regularly scheduled meetings on progress towards partnership development

OSO has been available and present at all FPD-LWDB10 regularly scheduled board meetings since the beginning of the engagement. Quarterly reports have also been created to present to the Board, as requested by the Board Chair. Additionally, OSO has been available to attend and participate in a Board retreat held this program year.

June 15, 2022 Meeting

Agenda Item #9

Review and Consideration of Modification to

One-Stop Operator Contract

To include training/technical assistance component

Explanation: This item was first brought up at the April 27th board meeting. Please see attached description. I have tightened up my request to just 6 months (12 to 15 hours max per week, not to exceed \$10,000) of technical assistance and training from our previous employee, Ellen Ortiz, as we greatly need her extensive knowledge to ensure our Financial Manager is thoroughly and completely trained to oversee our financials.

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

June 15, 2022 Board Meeting

Background: The FPD Administrative Office lost over 60 years of combined experience within the last 3 months with the retirement of both the Fiscal Manager and Program Liaison. Both positions are critical components of the program operations to ensure fiscal accountability and integrity within the WIOA law and relevant federal regulations.

While new staff are doing well, the learning curve regarding WIOA has been quite steep. When transitioning from experienced personnel to competent but inexperienced personnel, it is expected that the new employees, and, therefore, the entire local workforce development area, would benefit greatly from having training by those who are most familiar with internal and external processes, procedures, laws, regulations, policies, systems, etc. As such, the need for continued training of the new staff in these positions has become apparent and must be adequately addressed.

Recommendation: Propose to add a training/technical assistance component to the One-Stop Operator Agreement for the next 6 months (utilizing the retired Program Liaison) to ensure the new administrative staff can continue to learn all aspects of the law, accounting system, and their overall positions

- Scope of work to include: provision of technical assistance/training in U.S. OMB Circulars, WIOA law, governmental accounting practices, creating and managing budgets, cost principles, use of accounting software, etc.
- Proposed cost \$10,000 for 6 months at \$29 hr. for max of 344 hours (average of 12 to 15 hours a week)
- Due to retirement laws, FPD cannot rehire a retiree on a part-time basis without significant restrictions
- One-Stop Operator open to adding this component to its Agreement for the contract period July 1, 2022 through June 30, 2023, upon Board approval.
- Requested and received a favorable opinion from the Louisiana Board of Ethics in terms of utilizing a former employee in the capacity as described herein.

DATE

Ellen K. Ortiz
15223 Arleen Normand Drive
Covington, Louisiana 70435

Re: **Docket No. 2022-279**
Advisory Opinion

Dear Ms. Ortiz,

The Louisiana Board of Ethics, at its meeting on June 3, 2022, considered your request for an advisory opinion as to the post-employment restrictions in the Code of Governmental Ethics ("Code") following your employment from the First Planning District Workforce Development Board ("District").

FACTS PROVIDED

The District, a part of the Louisiana Workforce Commission, provides workforce development to the Parishes of St. Tammany, St. Bernard, and Plaquemines. You were employed by the District at the Administrative Center as a Program Liaison. Your duties included all accounts payable functions. You reported to the District Executive Director, Melissa Kirsch. You retired on April 15, 2022.

Castles of Dreams LLC has a contract with the District to provide operations support to the various locations. You would like to work for Castles of Dreams LLC as a Trainer/Technical Analyst. Those duties include training District staff on federal and state laws and regulations with regard to the workforce programs. You stated that you did not provide any training services while employed by the District.

LAW

La. R.S. 42:1121B(1) No former public employee shall, for a period of two years following the termination of his public employment, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction in which such former public employee participated at any time during his public employment and involving the governmental entity by which he was formerly employed, or for a period of two years following termination of his public employment, render, any service which such former public employee had rendered to the agency during the term of his public employment on a contractual basis, regardless of the parties to the contract, to, for, or on behalf of the agency with which he was formerly employed.

La. R.S. 42:1102(2)(a)(i) defines “agency” for public servants in the executive branch of state government who are employees of a board or commission or who provide staff assistance to a board or commission, it shall mean the board or commission.

La. R.S. 42:1102(12) defines “governmental entity” to mean the state or any political subdivision which employed the former public employee.

ANALYSIS

While employed by the District, your governmental entity was the State of Louisiana, pursuant to La. R.S. 42:1102(12). Your agency for purposes of the Code was the District, pursuant to La. R.S. 42:1102(2)(a)(i).

As a result, La. R.S. 42:1121B(1) will prohibit you, for a period of two years from your retirement, from assisting any person, for compensation, in any transaction in which you participated while employed by the District, if that transaction involves the State of Louisiana. Additionally, you are prohibited for a period of two years from your retirement, from rendering, on a contractual basis, the same services you provided while employed by the District. However, you are not prohibited from providing compensated training services to the District through its contract with Castles of Dreams LLC, since you did not render training services while employed by the District.

CONCLUSION

The Board concluded, and instructed me to inform you, that the Code does not prohibit you from being employed by Castles of Dreams LLC to provide compensated training services to the District.

This advisory opinion is based solely on the facts as set forth herein. Changes to the facts as presented may result in a different application of the provisions of the Code of Governmental Ethics. The Board issues no opinion as to past conduct and or to laws other than the Code of Governmental Ethics, the Campaign Finance Disclosure Act, the Lobbyist Disclosure Acts, and the conflict of interest provisions contained in the Louisiana Gaming Control Law.

If you have any questions, please contact me at (800) 842-6630 or (225) 219-5600.

Sincerely,

LOUISIANA BOARD OF ETHICS

David M. Bordelon
For the Board

June 15, 2022 Meeting

Agenda Item #10

Review and Approval of Revised Policies

Per LWC Monitoring Outcomes

Explanation: Requesting approval of revisions to the two attached policies based on the recommendation from LWC's monitoring team. The revisions are very minor and highlighted in yellow. Please note that I did not include the policies in their entirety, but rather the pages with the changes. I am happy to send the entire policy upon request.

Financial Management Policy – Adding a statement that we do not pay for employee relocation

And

Procurement and Selection of One-Stop Operator – Adding a reference that this policy does not contain all procurement requirements as you must refer to the Procurement Policy to see all necessary requirements.

First Planning District Workforce Development Board – LWDA 10

| | | |
|---|---|---|
| Policy Number: 106-16 | Policy Name: Financial Management System | |
| Director: Melissa Kirsch | Signature: | Revision Date: June 15, 2022 |

Purpose: To establish the accounting standards and guidelines that must be followed by the FPD WDB in the administration of the WIOA grants.

Policy:

The First Planning District (FPD), consistent with the provisions of the Workforce Innovation and Opportunity Act (WIOA), sets forth the following policy for the maintenance and oversight of its Financial Management System to meet Federal and State laws and requirements in the administration of Federal grants.

The St. Bernard Parish Government, as Grant Recipient/Administrative Entity for the FPD, delegates the responsibility for administering the WIA Federal funds to FPD. St. Bernard Parish conducts oversight of these operations and activities.

FPD is responsible for the efficient and effective administration of these Federal awards through the application of sound management practices and in accordance with 29 CFR Part 97.

All financial transactions must be in compliance with the applicable Acts, Federal Registers, OMB Circulars, Federal Interpretations, State directives, First Planning District Policies, and generally accepted accounting principles.

ACCOUNTING SYSTEM

The FPD will keep records that adequately identify each Federal grant fund and contain information pertaining to the grants including authorizations, obligations, unobligated balances, assets, liabilities, expenditures and income.

These accounting records will be maintained in accordance with Generally Accepted Accounting Principles (GAAP) and demonstrate compliance with legal and contractual requirements.

The FPD will utilize the accrual method of accounting, with a self-balancing set of accounts segregated by funding source. A detailed Chart of Accounts will be maintained to ensure appropriate tracking of grant funds.

Financial systems shall allow for effective fiscal and internal control and accountability for funds, property, and other assets to ensure they are used solely for authorized purposes.

The FPD Accounting system shall follow consistent rules for aggregation of detailed data to permit the tracking of funds to a level of expenditure adequate to establish that funds have not been used in violation of the WIOA. In addition, the system shall provide for accurate, current, and complete disclosure of all expenditures including but not limited to those from grants, contracts, or agreements. The costs shall be traceable to a level of detail that establishes compliance with WIOA applicable laws and regulations.

BUDGET CONTROL & MODIFICATION

A budget will be prepared annually for all WIOA formula and supplemental monies, including all discretionary grants for programs, services and projects, in alignment with WDB priorities and Federal and State requirements. The WDB priorities take into account the responsibilities to meet WIOA performance standards, operate the **Tri-Parish Works** Career Centers, and expend funds appropriately and in a timely manner to comply with WIOA requirements.

The WDB Executive Director provides budget oversight, direction, and coordination in alignment with applicable parish government budget processes and cycles.

The annual budget will be approved by the WDB in concurrence with the Chief Elected Official.

Changes to the budget require WDB or WDB Executive Committee approval. When an increase or decrease in available revenue occurs, the WDB or WDB Executive Committee decides how this increase or decrease is to be applied to the budget.

FINANCIAL REPORTING

FPD shall complete and submit all required Financial Reports to the State on a timely basis utilizing proper format. Reported expenditures will be on the accrual basis of accounting and cumulative by fiscal year of appropriation. Program income earned and expended as a result of grant activities shall be included in Financial Reports. FPD shall follow all closeout instructions for specific grants as provided by the State.

COST ALLOCATION & ALLOWABILITY

The following cost principles will be used in determining cost allowability for all Federal grants administered by FPD:

- Costs must be necessary and reasonable.
- Costs must be allocable.
- Costs must be authorized or not prohibited under Federal, State, or local laws or regulations.
- Costs must receive consistent treatment across program elements.
- Costs must be adequately documented.
- Costs must conform to grant exclusion and limitations.

The FPD WDB has formulated criteria to ensure that WIOA funds are equitably charged to the titles and activities that actually benefit from these funds. The particular method for allocating costs may vary from year to year depending on various factors and the fiscal requirements of the FPD WDB. However, in every instance, the method chosen shall be in accordance with generally accepted accounting principles and Federal and State guidelines. [OMB Circulars A-21, A-87, A-122; 29 CFR 97; and 48 Code of Federal Regulations Part 3 1]

Under the WIOA, costs are allocated across two categories: Administration and program. See attached chart for allowable activities, including the appropriate category for which they may be allocated.

The costs of administration are the portion of necessary and allowable costs that are associated with the overall management and administration of the workforce investment system, and are not directly related to the provision of WIOA activities. These costs may be either direct or indirect costs.

Program expenditures are those costs directly related to the provision of WIOA activities, and do not relate to the overall management and administration of the workforce development system.

For the purpose of cost allocation and cost pooling, costs are classified in one of the three categories listed below:

1. Direct costs that are identified specifically with a particular program and directly charged to that program.
2. Shared direct costs are those that can be readily assigned to multiple programs. These costs will be consolidated into a cost pool and subsequently distributed using an appropriate allocation method.
3. Indirect costs are costs that have been incurred for common or joint purposes, and cannot be readily identified to a particular program. Indirect costs are placed into a cost pool and must be distributed in an equitable and consistent manner.

Any costs allocable to a particular award under these principles may not be shifted to other Federal awards to overcome funding deficiencies, or to avoid restrictions imposed by law or by the terms of the award.

WIOA funds will not be expended on non-WIOA programs or participants.

Employee relocation costs are not allowed.

COST ALLOCATION PLAN

The purpose of this Plan is to provide a reasonable method for distributing expenditures to appropriate cost objectives under relevant grants and funding sources, as substantiated by formal accounting records.

The FPD will incur expenditures in Administrative and Programmatic Activities under such grants, which will provide 100% of this agency's funding. Expenditures will be necessary and reasonable for overall program operations, in accordance with appropriate grant restrictions. The distribution of certain cost items will be accomplished in accordance with the following policy:

1. Cost incurred for a known specific funding source (Title I WIOA Adult, Youth, Dislocated Worker, and Disaster or Discretionary Grant funds), category or activity shall be so designated and charged accordingly at the time such expense is incurred. Staff shall complete time sheets and distribute cost on a daily basis.

2. Cost that cannot be designated (i.e., supplies, utilities, etc.) at the time of purchase and which is applicable to more than one funding source shall be allocated as follows:

- a.) All cost for the previous month for all funding sources shall be added together, and a percentage obtained for each funding source.
- b.) Cost which cannot be designated shall be charged (upon payment) using the percentage formula to all applicable funding sources and cost categories.

Cost categories for Title I WIOA shall be ADMINISTRATION, and PROGRAM ACTIVITIES.

PROPERTY MANAGEMENT

FPD will ensure the management and inventory of all equipment obtained using Federal funds. Any moveable property having an acquisition cost or appraised value of \$1,000.00 or more will be placed on inventory in accordance with state rules and regulations.

At a minimum, FPD and its subrecipients shall retain inventory records that include:

- an item description;
- the serial and model number or other identification number;
- the source of funding
- acquisition date and cost;
- location, use, condition, and date the information was reported; and
- the date of disposal.

At least every two years, FPD and subrecipients must perform and document an inventory of all equipment purchased with WIOA funds. Inventory results shall be reconciled with current records and all discrepancies shall be investigated. Investigation findings shall be documented in the records, and copies of all documents related to each such inventory shall be submitted to the State upon request.

A copy of the inventory of equipment must be maintained on file and available for review. All grantees must:

- keep equipment in good condition;
- retain all records for three years after disposal of equipment; and

First Planning District Workforce Development Board – LWDA 10

| | | |
|------------------------------------|---|---|
| Policy Number: 119-17 | Policy Name: Procurement and Selection of One-Stop Operators, Youth and Other Service Providers | |
| Director: Melissa Kirsch | Signature: | Revision Date: June 15th, 2022 |

PURPOSE: To communicate requirements for the procurement and selection of One-Stop Operator and service providers under the Workforce Innovation and Opportunity Act (WIOA).

REFERENCES: WIOA of 2014, Sections 107 (d)(10), (g)(1), 121 (d)(1-2)(A), 122 and 123, and 134 (c)(3)(C); 20 CFR 678.600-615, 678.610, 678.615, 679.410, 679.430, 680.160, 680.300 and 681.400; OMB Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; TEGL 21-16, TEGL 15-16, and **FPD WDB Procurement Policy – 107-16.**

BACKGROUND: WIOA brought about changes to the law and rules governing procurement and selection of one-stop operators and service providers. Changes in procurement requirements also occurred with issuance of Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly known as the OMB Super Circular).

WIOA expects Local Workforce Development Boards to conduct open and competitive procurement processes to identify appropriate providers of one-stop operator services. In addition, Boards are required to determine whether the amount and quality of providers is sufficient to meet the needs of the community and to work with the Governor and others to increase the availability of service providers as part of their planning process.

POLICY:

Procurement of One-Stop Operator

The One-Stop Operator will be designated and certified through a competitive procurement process. The competitive process used by the FPD WDB to procure a one-stop operator will be conducted at least once every four years, with renewal of contract and negotiated performance to be conducted annually.

At a minimum, the One-Stop operator is responsible for coordinating the service delivery of required one-stop partners and service providers. Their role may range from simply coordinating services provided to being the primary provider of services at the center. The competition for One-Stop Operator must clearly articulate the role, which will be determined by the FPD WDB.

The One-Stop Operator role shall **not** include:

- Convening stakeholders to assist in the development of the local plan
- Preparing and submitting local plans
- Being responsible for oversight of itself
- Managing or participating in the competitive selection process for the one-stop operator
- Selecting or terminating one-stop operator, career service providers or youth providers
- Developing or submitting budget for activities of the FPD WDB

- The service provider's track record, considering past record of performance, cost principles, record of compliance and audit and monitoring results; and
- Maintain oversight in order to monitor performance regarding contract terms, conditions and specifications.

8. This policy does not contain all procurement requirements, so it is necessary to reference and follow the FPD Procurement Policy – 107-16, as amended, for further guidelines.

June 15, 2022 Meeting
Agenda Item #11
Review and Approval of
Summer Youth Program Agreements

Explanation: Requesting approval of agreements with NTCC and Nunez Community College to reimburse both for the costs associated with the Summer Youth Projects. The board was made aware of the plans for the summer youth programs at the previous meeting, as well as this being a major conversation to expand and increase capacity of the Career Exploration Academy Pilot Project.

**Review & Approval of
Summer Program Agreements**

June 15th Board Meeting

Background: Due to the extreme success of the Summer Youth Career Exploration Academy at NTCC last year, the Board decided to not only continue the program this summer, but also increase the number of participants at NTCC and expand it to Nunez Community College.

While the program at NTCC has been fully underwritten by the generous support of the St. Tammany Community Action Agency (CAA), TPW will still be paying NTCC expenses for this project and then be reimbursed by CAA. In addition, TPW will cover the costs for the Nunez Academy, as well as supporting some students in a Welding Training Oyster Reef Special project.

All of these scenarios mentioned above require a contractual agreement between FPD and the two respective schools.

These projects will help young adults with the guidance, exposure and opportunity to gain a deeper understanding of high-demand, high-skill, high-wage career pathways. Participants will gain hands-on, intensive career exploration activities of 12 - 14 occupations through classroom-based, lab, simulation, and field trips to worksites. Participants will meet and learn directly from local employers through a series of lunch-n-learn workshops.

Recommendation: Requesting approval of the following contracts:

NTCC – Summer Youth Career Exploration Academy

\$14,000 for tuition and supplies

Nunez – Summer Youth Career Exploration Academy

\$10,920 for tuition and supplies

And

Welding Oyster Reef Project

\$3,875 for tuition for 5 students

June 15, 2022 Meeting

Agenda Item #12

Discussion on meeting locations and times

To address quorum concerns

Explanation: Revisit meeting locations, as well as dates and times to ensure quorums for conducting business. The current meeting calendar is attached.

REVISED WDB MEETING SCHEDULE

2022

The First Planning District Workforce Development Board will hold regularly scheduled full board meetings on a bi-monthly basis on the dates listed below. These meetings will rotate between St. Bernard parish (Nunez Community College, Music Room, 3710 Paris Road, Chalmette) and St. Tammany Parish (St. Tammany Parish Government Complex, Building B, 3rd floor conference room, 21490 Koop Drive, Mandeville) and will begin at **8:30 am**.

| | |
|-----------------------|--|
| February 2nd | St. Tammany (Meeting to start at 9am followed by a Board Retreat til 3pm) Location NTCC, Lacombe Campus |
| March 23rd | St. Bernard (postponed due to tornado) |
| April 27th | St. Bernard (rescheduled March meeting) |
| May 25th | St. Tammany (cancelled) |
| June 15 th | St. Tammany (replacing May meeting) |
| July 27th | St. Bernard |
| September 28th | St. Tammany |
| November 16th | St. Bernard |

All pertinent information relative to board meetings (meeting documents, cancellations, etc.) will be posted on the website at least 24 hours prior to the meeting.

Committee meetings will be scheduled as necessary and determined by the respective chair and posted on the website.

www.triparishworks.net

June 15, 2022 Meeting

Agenda Item #13

Retreat Discussion

Explanation: See attached discussion guide to help us continue and advance our conversations begun at the retreat.

Moving 2022 Board Retreat Strategy Forward

Update: June 2022

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

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

Review the proposed next steps. Do they make sense? Are they in the correct order? Who is responsible? When is it due?

| Priority Order | Item | Valid Y/N/U | Who Responsible? Individual / Committee / Working Group | Timeline | Status/Comments |
|----------------|--|-------------|---|----------|--|
| | Determine Desired outcomes: Ensure young adults have the opportunity to learn about and have exposure to careers/industries within the region | | | | Board review to validate articulated outcome. Make any revisions to primary strategic goal |
| | Create list of specific outcomes will measure success | | | | Drill down to list of more specific outcomes, i.e. what does success look like? |
| | Conduct research to determine existing initiatives and create a depository for all related programs | | | | |
| | Analyze data collected to determine “what’s missing” | | | | |

| | | | | | |
|--|---|--|--|--|--|
| | Formulate a list of recommended activities (including scale and scope) that would be beneficial and add-value | | | | |
| | Explore availability of needed resources and partners | | | | |
| | Decide which initiatives are "doable" along with timeline and action steps for each | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

Status: IN ACTIVE PROGRESS

| Goal | 2021 | 2022 Status/Comments | Funding Source | Partners | Challenges/Opportunities |
|---|--|---|-----------------------|---|--|
| Expand St. Tammany Career Exploration Academy | 17 youth enrolled 100% WIOA funding | Capacity increased: From 15 participants to 25 in Summer 2022 | 100% CAA \$65,855 | CAA, NTCC and k-12 + multiple Employer partners | Capacity of the facility partner limited to 25 |
| Duplicate Career Exploration Academy in St. Bernard | 2 in WEX 100% WIOA funding | 10 students to be funded. 100% WIOA with small potential for sponsorship from private employers | 100% WIOA \$36,800 | Nunez, K-12 and multiple employer partners | Actual capacity is for up to 20, but only with additional funding. Opportunity for sponsorships to offset cost or increase capacity. Opportunity for full /partial Employer sponsorship in 2023. |
| Duplicate Career Exploration Academy in Plaquemines | 3 in WEX 100% WIOA funding | 5 in Summer WEX with weekly employer workshops and work readiness | 100% WIOA \$22,135 | PPG, k-12 + multiple employers | Original plan for 12 if additional funding sources were available. Plans in place to start seeking addl. funding for 2023 |
| | | | | | |

June 15, 2022 Meeting

Agenda Item #15

Other Business

Explanation: Presentation of new fiscal year allocations and a comparison from last two years

Allocations for New Fiscal Year – July 1, 2022 through June 30, 2023
Compared to Prior Two Years

| Funding Stream | 22/23 Allocation (upcoming year) | 21/22 Allocation (current year) | % Cut | 20/21 Allocation (previous year) |
|--------------------------|---|--|------------------|---|
| YOUTH | \$492,902 | \$563,906 | 12.5% | \$668,045 |
| ADULT | \$510,578 | \$589,033 | 13% | \$692,203 |
| DISLOCATED WORKER | \$634,688 | \$791,810 | 20% | \$811,236 |
| TOTALS | \$1,638,169 | \$1,944,749 | 16% | \$2,171,485 |

Total cut between upcoming fiscal year and current year = \$306,580 (16%)

Total cut over the last two years = \$533,316 (25%)

June 15, 2022 Meeting
Additional Documents
For your review

Executive Director 2nd Quarter 2022 Report
One-Stop Operator 2nd Quarter 2022 Report

**EXECUTIVE DIRECTOR
REPORT TO BOARD
April thru June 2022**

During this quarter, much time and attention was focused on analyzing budgets and re-evaluating Center activities based on expenditure rates. In addition, I added on a new role of more detailed oversight of the new financial staff to ensure a high level of fiscal integrity and compliance is maintained.

April

| EVENT | WHO | PURPOSE | OUTCOME |
|------------------|--|---|---|
| Evert 04/01 | NTCC staff, Public Officials and Leaders | Kickoff of NTCC Heavy Equipment Operator Training | Support NTCC in their new program kickoff |
| Meeting 04/08 | Workforce System Partners and One-Stop Operator | Quarterly meeting to discuss partnership development | Continue to make headway with partners by increasing connectivity and learning from each other |
| Evert 04/14 | NTCC staff, Public Officials, Community Leaders and Employers | NTCC Chancellor’s Breakfast | Support NTCC as a key workforce partner |
| Meeting 04/19 | Workforce Investment Council members, other Board Directors | Louisiana Workforce Investment Council regular meeting | Report out on local Board activities to ensure WIC keeps abreast of our impact |
| Meeting 04/25 | One-Stop Operator, State Adult Education Director and LCTCS Leadership | Strategy meeting to discuss opportunities for creating more seamless connections between agencies | Determined key next steps for developing improved communication from state agency to local partners |
| Meeting 04/27 | St. Tam Corp, St. Tam School System, NTCC, Southeastern | Workforce Roundtable Partnership meeting | Keep each agency connected and informed as well as discuss shared projects and activities |

May

| EVENT | WHO | PURPOSE | OUTCOME |
|------------------|--|--|---|
| Event 05/04 | St. Tammany Corp, NTCC, Healthcare Sector Business members | Kickoff of Healthcare Sector Initiative | Creation of a sector strategy to address common issues in healthcare industry |
| Meeting 05/09 | NTCC, Adult Education Director, JAG Specialist, LWC JAG Director | Discuss Job’s for America’s Graduates project post-Covid | Developed steps to move program forward and ensure successful outcomes |
| Meeting 05/12 | Workforce Board Directors from across state | Discuss WIOA reauthorization legislation | Created game plan for providing input and comments from Louisiana |

FIRST PLANNING DISTRICT

WORKFORCE DEVELOPMENT BOARD

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| Meeting 05/23 | One-Stop Operator | Regular monthly meeting to discuss partnership development activities | Moving forward with continued cross-training activities |
| Meeting 05/25 | LWC Assistant Secretary | Address multiple concerns with various ongoing state processes and communication | Work in progress |

June

| EVENT | WHO | PURPOSE | OUTCOME |
|------------------|---|--|---|
| Meeting 06/02 | Board Directors, One-Stop Operator, staff of Senators Kennedy and Cassidy | Discuss WIOA Reauthorization legislation | Offered insight and input into legislation and shared relevance and value add of workforce boards and centers |
| Meeting 06/08 | St. Tam Corp., St. Tam School System, NTCC, Southeastern | Workforce Roundtable Partnership meeting | Keep each agency connected and informed as well as discuss shared projects and activities |
| Meeting 06/09 | One-Stop Operator, State Adult Education Director, LCTCS State Staff, State Vocational Rehab Director | Discuss opportunities to streamline state direction to local areas in terms of partnership development and enhancement | Key group of leaders very much on board with helping to enhance local level partnerships |

Upcoming activities:

- Completing budget process for new fiscal year
- Continuing training of new Fiscal Manager and new Program Liaison
- Initiating Hurricane Ida Disaster Grant
- Monitoring training expenditures
- Revising Policies

**ONE STOP OPERATOR
QUARTERLY REPORT TO BOARD
April 2022 thru June 2022**

The fourth quarter of 2021 included several opportunities for the One Stop Operator to have meaningful engagement with the MOU partners in the local Tri-parish Area. The following report provides a snapshot of several key engagements that occurred, highlighting the purposes and outcomes of each:

| EVENT | WHO | PURPOSE(S) | OUTCOME(S) |
|--|---|--|--|
| April '22 | | | |
| Workforce Training: WIOA and Local workforce Systems | OSO, DCFS Middle-managers, supervisors, TANF Consultants, DCFS Deputy Assist. Secretary | To educate individuals with optimum decision-making authority in TANF/SNAP E&T Program Services on WIOA requirements and innovative strategies to coordinate services to shared customers within the local workforce development area. | Participants were able to conceptualize what a local workforce systems looks like and what entities are considered stakeholders in the provision of services |
| 1:1 Meetings with MOU Partners | OSO, MOU Partners | To retain a regular forum to communicate with MOU Partners on an individualized basis to address any issues or concerns, hear about upcoming activities, seek guidance on continuous improvement strategies, and prepare for quarterly MOU Partner meeting agenda. | 1:1 MOU Partner Meetings held monthly for the achievement of stated purposes |
| Quarterly MOU Partner Meeting | MOU Partners, Executive Director, OSO | To update MOU Partners on local area workforce development accomplishments, get brief updates from local area leadership, MOU Partners, visitors; "spotlight" 1 or more MOU Partners each quarter to provide an audience for partners to highlight their respective services | Successful Quarterly MOU Partner Meeting |
| Brainstorming MOU Partner Meeting | OSO, Executive Director, Adult Ed., LCTCS/CTE-Perkins | To initiate discussions regarding improved coordination of services | Agreement to continue meeting to plan coordination of staff training in local area |
| Participated in monthly LWC- | OSO, Local Workforce Development Directors, | To receive updates from LWC-OWD on statewide and local | Participation in meeting allowed OSO to engage in |

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| Local Workforce Director's Meeting | LWC-OWD | activities, grants, policies, accomplishments, issues, etc. | planning and work-related discussions that helps guide communication and coordination of information to MOU Partners, when necessary and appropriate |
| Meeting with Director of Tri-parish Works! | OSO, Tri-parish Works! Director | To update one another on workforce activities in the local area and WIOA partner engagement, completed/upcoming activities, opportunities for improvement and communication | Regular updates on workforce activities in the Tri-parish area. |
| Attended 5-day conference (NAWB) in Washington, D.C. | OSO | To attend workshops and conference meetings with national workforce development experts at the local, state, and federal levels | Participated in spirited discussions WIOA Reauthorization efforts; best practices on Registered Apprenticeships, RESEA, engaging out of school youth, serving dislocated workers, partnership development, and diversity and inclusion in all aspects of serving individuals with significant barriers to education and employment |
| EVENT | WHO | PURPOSE(S) | OUTCOME(S) |
| May '22 1:1 Meeting with Tri-parish Works! Director on Foster Promise Grant funding | OSO, Tri-parish Works! Director | To follow-up on general workforce development topics, with a focus on the M.J. Foster Promise Grant funding and how it intersects with WIOA as "dollars of last resort." Tri-parish Director identified his as a potential issue that needed to be addressed to ensure accuracy in how funding should flow based on eligibility and the proper order of funding availability based on federal law. | OSO initiated contact with LCTCS leadership and Board of Regents to meet to discuss and make the necessary amendments to state law and/or procedures to be used when implementing the M.J. Foster Grant Program in Louisiana. |
| Participated in monthly LWC-Local Workforce Director's Meeting | OSO, LWDB Directors, LWC-OWD | To receive updates on Combined State Plan, Dislocated Worker grant funding balances, PY'22 budget allocations, Local Board | LWC-OWD staff provided updates on management decisions, workforce budgets, grants (possible extension of |

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WORKFORCE DEVELOPMENT BOARD

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| | | Certifications, scheduled monitoring, RESEA policy, other workforce topics | Ida-DDWG funding), RESEA policy and procedures, etc. |
| 1:1 meeting with Adult Education | OSO, State Director, LCTS/CTE | To develop proposed topics to cover at the joint meeting between LRS, LCTCS, Adult Education, and Tri-Parish FPD in June | Developed short list of topics to cover during initial meeting in June, including the creation of the guest list of invitees. Meeting to be held in St. Tammany Parish in early June 2022. |
| Review of House bill to reauthorize WIOA | OSO | To determine whether proposed Bill includes any of the proposed changes to WIOA as proposed by Louisiana's LWDB delegation. | Proposed legislation includes many areas proposed by Louisiana's delegation of Board Directors, including the elimination of school status as a determining factor for youth eligibility and the elimination of the infrastructure cost sharing requirement |
| 1:1 meetings with Tri-parish Executive Director | OSO, Executive Director | Host of meetings held in May 2022 to plan for upcoming activities such as the joint meeting between Tri-parish LWDB Director, LCTCS and Adult Education; WIOA reauthorization discussion with Louisiana's congressional (Senate) delegation in June '22, M.J. Foster Promise Grant challenges and opportunities, WIOA's Hold Harmless provisions regarding WIOA Title I allocations, WIOA fiscal training needed, WIOA partner training, cross-training of MOU Partner staff, OSO Contract Deliverables, WIOA program and fiscal monitoring, strategic planning (program, fiscal), strategies to increase partner participation, RESEA policy requirements and needs to amend at State level, etc. | Positive planning meetings with Executive Director where OSO received specific tasks to accomplish that will increase partner participation and the comprehensive cross-training moving forward. |

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| <p>June '22 1:1 Meetings with MOU Partners</p> | <p>OSO, Tri-parish MOU Partners (e.g., LRS, OWD, Adult Ed., LCTCS, St. Tammany CAA, Tri-parish Works! Director, JAG)</p> | <p>Monthly meetings planned to increase regular communication between OSO and partners to learn and improve services to shared customers.</p> | <p>TBD</p> |
| <p>Joint MOU Partner Meeting</p> | <p>OSO, E.D. FPD-0LWDB10, Adult Education, LCTCS-CTE, LRS</p> | <p>To begin the formal planning phase to begin cross-training, creating common policies and procedures, where appropriate.</p> | <p>TBD</p> |
| <p>Meeting with Sen. Cassidy/Kennedy's legislative aides</p> | <p>OSO, FPD-LWDB10, other LWDB Directors in Louisiana</p> | <p>To provide legislative aides with guidance on WIOA reauthorization and its impact on Louisiana, and preferred changes to current law that will benefit Louisiana's employers and workers.</p> | <p>TBD</p> |
| <p>Normal duties of the OSO, as required or needed</p> | <p>OSO</p> | <p>OSO will perform task, duties, and responsibilities consistent with contractual obligations, or as needed in the Tri-parish community.</p> | <p>Meetings, workshops, activities, will be attended and conducted, as required or if needed.</p> |