



317 N. Jefferson Ave., Room 230
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Serving Plaquemines, St. Bernard & St. Tammany Parishes

May 1, 2024

Notice is hereby given that there will be an Executive Committee meeting of the First Planning District Workforce Development Board on **Thursday, May 9, 2024** at 8:30 a.m. at the Northshore Pastoral Center, 4465 Hwy. 190 East Service Road, Covington, Louisiana.

AGENDA

1. Review of Financial reports
2. Review of budget revision
 - a. Additional state budget allocation: \$200,000
 - b. CDBG & CSBG: \$50,000 + \$20,000
3. Review of policy revisions
4. Updates and discussion regarding board membership
5. Updates and discussion on the following contracts:
 - a. JAG
 - b. NTCC for Summer Career Exploration Academy
 - c. CDBG – Grant for \$50,000
 - d. CSBG Grant for \$20,000
 - e. One Stop Operator Contract renewal
 - f. Ellen's contract renewal
6. Update on LWC./State Plan/Regional Plan/Local Plan
7. Staff Raises: effective 7/1/2024
8. Other Business
9. Review of action items

Alan V. Thriffiley, EA

Alan Thriffiley, Chairman

FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD

FUND UTILIZATION REPORT

Month ending **MARCH 2024**

	Admin	Program	Total Allocation	Expended 31-Mar-24	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/24
Adult									
PY22 expires 6/24	9,336.00	84,025.00	93,361.00	93,361.00	0.00	100.00%	0.00	100.00%	0.00
FY23 expires 6/24		375,495.00	417,217.00	375,495.00	0.00	100.00%		100.00%	0.00
FY23 expires 6/24	41,722.00			41,722.00	0.00	100.00%		10.00%	0.00
PY23 expires 6/25		100,084.00	111,204.00	100,084.00	0.00	100.00%		100.00%	0.00
PY23 expires 6/25	11,120.00				11,120.00	0.00%		0.00%	
FY24 expires 6/25		408,796.00	454,218.00	27,866.59	380,929.41	6.82%		6.82%	
FY24 expires 6/25	45,422.00			0.00	45,422.00	0.00%		0.00%	
TRANSER PY23 6/24	0.00	200,000.00	200,000.00	200,000.00	0.00	100.00%		100.00%	0.00
STATE ADD. FUNDS	0.00	125,000.00	125,000.00		125,000.00	0.00%	87,211.10	69.77%	37,788.90
	107,600.00	1,293,400.00	1,401,000.00	838,528.59	562,471.41	64.83%	87,211.10	66.08%	37,788.90
Dislocated Worker									
PY22 expires 6/24	13,943.00	125,484.00	139,427.00	139,427.00	0.00	100.00%	0.00	100.00%	0.00
FY23 expires 6/24		245,735.00	295,261.00	245,735.00	0.00	100.00%		100.00%	0.00
FY23 expires 6/24	49,526.00			17,273.20	32,252.80	34.88%		5.85%	32,252.80
PY23 expires 6/25		119,767.00	133,075.00	119,767.00	0.00	100.00%		100.00%	0.00
PY23 expires 6/25	13,308.00				13,308.00	0.00%		0.00%	
FY24 expires 6/25		384,336.00	427,040.00	27,418.40	356,917.60	7.13%		7.13%	
FY24 expires 6/25	42,704.00				42,704.00	0.00%		0.00%	
STATE ADD. FUNDS	0.00	75,000.00	75,000.00		75,000.00	0.00%	34,568.14	46.09%	40,431.86
	119,481.00	950,322.00	1,069,803.00	549,620.60	520,182.40	57.84%	34,568.14	54.61%	72,684.66
Youth									
PY22 expires 6/24	49,290.00		492,903.00	49,290.00	0.00	100.00%		100.00%	0.00
PY22 expires 6/24		443,613.00		409,774.74	33,838.26	92.37%	33,838.26	90.00%	0.00
PY23 expires 6/25	54,782.00		547,321.00		54,782.00	0.00%		0.00%	
PY23 expires 6/25		493,039.00			493,039.00	0.00%	3,055.34	0.56%	
	104,072.00	936,652.00	1,040,724.00	459,064.74	581,659.26	44.11%	36,893.60	47.66%	0.00
Grand Total	331,153.00	3,180,374.00	3,511,527.00	1,847,213.93	1,664,313.07	52.60%	158,672.84	57.12%	110,473.56
DDWG - Hurr Ida	29,279.00	350,721.00	380,000.00	380,000.00	0.00	100.00%	N/A	N/A	

FPD WDB EXPENDITURES TO BUDGET REPORT
through MARCH 31, 2024

Budget Line Items	ANNUAL BUDGET JULY 2023 - JUNE 2024	EXPENDITURES THROUGH 03/31/2024	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% W/ OBS	RESERVE FOR FUTURE YEAR 07/24 - 6/25
Tri-Parish Centers - Program								
Staff Salaries/Fringe	972,204.00	587,820.21	60.46%	384,383.89	0.00	384,383.89	60.46%	0.00
Operating Costs	146,100.00	84,155.78	57.60%	61,944.22	18,000.00	43,944.22	69.92%	0.00
OVERHEAD SUBTOTAL	1,118,304.00	671,975.89	60.09%	446,328.11	18,000.00	428,328.11	61.70%	
Training & Support for Clients								
Plaquemines	129,251.00	32,994.87	25.53%	96,256.13	0.00	96,256.13	25.53%	14,157.00
St. Bernard	255,990.00	93,169.82	36.40%	162,820.18	8,053.04	154,767.14	39.54%	60,977.00
St. Tammany	690,246.00	410,052.25	59.41%	280,193.75	107,994.80	172,198.95	75.05%	176,275.00
TRAINING/SUPPORT SUBTOTAL	1,075,487.00	536,216.94	49.86%	539,270.06	116,047.84	423,222.22	60.65%	0.00
Dislocated Worker Disaster Grant -- Temporary Jobs								
IDA	33,999.00	33,999.40	100.00%	-0.40	0.00	-0.40	100.00%	
								0.00
								0.00
Dislocated Worker Sub-Total	33,999.00	33,999.40						
Tri-Parish Sub Total	2,227,790.00	1,242,192.23	55.76%	985,597.77	134,047.84	851,549.93	61.78%	251,409.00
Admintraton Office								
Staff Salaries/Fringe (inc AARP & IDA)	155,006.00	122,074.39	78.75%	32,931.61	46,669.41	-13,737.80		125,000.00
Operating Costs	43,400.00	20,351.56	46.89%	23,048.44	0.00	23,048.44		14,441.00
ADMIN SUB TOTAL	198,406.00	142,425.95	71.79%	55,980.05	0.00	55,980.05	71.79%	139,441.00
GRAND TOTALS	2,426,196.00	1,384,618.18	57.07%	1,580,847.88	296,765.09	1,284,082.79	69.30%	390,850.00

FIRST PLANNING DISTRICT

**TWO-YEAR BUDGET/EXPENSE
JULY 1, 2023 THROUGH JUNE 30, 2024**

Total Funds available through June 2025	PROGRAM	Rev 1 - PROG	ADMINISTRATION	Rev 1 ADMIN	TOTAL
Total Carryover Funds	914,019.00		152,818.00		1,066,837.00
New Allocation 2023/2025	1,506,022.00		167,336.00		1,673,358.00
					0.00
AARP	25,159.00	84,950.00	6,924.00		117,033.00
DDWG IDA	33,999.00		10,769.00		44,768.00
CDBG		50,000.00			50,000.00
STATE OTHR FUNDS RECAPTURED		200,000.00			200,000.00
GRND TOTAL	2,479,199.00	334,950.00	337,847.00	0.00	3,151,996.00

LINE ITEMS	ANNUAL BUDGET July 1, 2023 – June 30, 2024		EXPENDITURES TO DATE March 2024		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
	Staff Salaries/Fringe	972,204.00	79,013.00	588,896.71	69,211.08	383,307.29
One Stop Operator	54,000.00		40,500.00		13,500.00	0.00
Salaries Contract - Finance Dir		75,993.00		52,863.31	0.00	23,129.69
Travel/Mileage	12,000.00	2,000.00	6,592.87	447.10	5,407.13	1,552.90
Conference/Meetings	3,000.00	700.00	495.00		2,505.00	700.00
Unemployment Insurance	0.00				0.00	0.00
Staff Drug Screen/new hire	250.00	200.00	28.55	47.00	221.45	153.00
Accounting Services		6,500.00		5,026.14	0.00	1,473.86
Supplies	7,000.00	4,000.00	3,108.06	300.96	3,891.94	3,699.04
Furniture/Equipment	3,000.00	2,600.00	338.76	529.07	2,661.24	2,070.93
Rent	20,000.00	3,000.00	14,188.49	2,411.51	5,811.51	588.49
Repairs/Maintenance	1,200.00	1,000.00	251.76	84.00	948.24	916.00
Telephone/Internet	11,000.00	2,500.00	8,327.04	1,720.07	2,672.96	779.93
Insurance (GL/Cobra/Surety Bond)	1,450.00	6,000.00		5,252.41	1,450.00	747.59
Licensing Fees/Assessments	5,000.00	300.00	2,771.09	329.37	2,228.91	-29.37
Postage	700.00	500.00			700.00	500.00
Advertisement	500.00	1,800.00			500.00	1,800.00
Outreach	7,500.00	0.00	1,876.90	29.99	5,623.10	-29.99
Professional Development Staff	7,500.00	1,500.00			7,500.00	1,500.00
Professional Dues/Services	1,500.00	3,800.00	747.00	1,199.00	753.00	2,601.00
Auto (Gas/Maint/Insurance)	10,500.00	7,000.00	4,930.26	2,641.30	5,569.74	4,358.70
Workforce Board Expenses				377.64	0.00	377.64
Training & Support - Participants*	1,075,487.00		536,216.94		539,270.06	0.00
Disaster IDA (Inc PROG Salaries)**	33,999.00		33,999.40		-0.40	0.00
AARP - PROGRAM SPECIFIC			4,294.68		-4,294.68	0.00
CDBG - PROGRAM SPECIFIC						0.00
Misc. Program Income						
SUBTOTAL	2,227,790.00	198,406.00	1,247,563.51	142,425.95	980,226.49	131,973.05

***Training and Support Breakdown**

OJT	73,035.20			
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	271,170.01			
WORK EXP	98,600.72	**Total IDA	Salaries	Training
DDWG TEMP JOBS	32,922.80	33999.40	1076.60	32922.80
SUPPORT	93,411.01			
SUPPORT - DDWG	0.00			
	569,139.74			

**FIRST PLANNING DISTRICT
WORKFORCE DEVELOPMENT BOARD
TWO-YEAR BUDGET**

JULY 1, 2023 THROUGH JUNE 30, 2025

REVISION 1 - MAY 2024

Total Funds available through June 2025	PROGRAM	ADMIN	AMEND PROC	AMEND ADMIN	TOTAL
Total Carryover Funds	\$ 914,019	\$ 152,818			\$ 1,066,837
New Allocation 2023/2025	\$ 1,506,022	\$ 167,336			\$ 1,673,358
AARP - Carryover	\$ 25,159	\$ 6,924	\$ 84,950		\$ 117,033
DDWG IDA	\$ 33,999	\$ 10,769			\$ 44,768
CDBG			\$ 50,000		\$ 50,000
CAA			\$ 20,000		\$ 20,000
STATE ADDITIONAL FUNDS			\$ 200,000		\$ 200,000
GRAND TOTAL	\$ 2,834,149	\$ 337,847	\$ 354,950	\$ -	\$ 3,171,996

\$ 3,171,996

EXPENDITURE LINE ITEMS	ANNUAL BUDGET July 1, 2023 – June 30, 2024		CHANGE 5/2024		REVISED ANNUAL July 1, 2023 – June 30, 2024		RESERVE July 1, 2024 - June 30, 2025		ALL YEARS GRAND TOTALS
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	
	Staff Salaries/Fringe	972,204	79,013	65,355		972,204	79,013	65,355	
One Stop Operator	54,000				54,000	0		45,000	99,000.00
Salaries Contract - Finance Dir		75,993			0	75,993		1,000	76,993.00
Travel/Mileage	12,000	2,000			12,000	2,000			14,000.00
Conference/Meetings	3,000	700			3,000	700			3,700.00
Unemployment Insurance	0				0	0			0.00
Staff Drug Screen/new hire	250	200			250	200			450.00
Accounting Services		6,500			0	6,500	2,500		9,000.00
Supplies	7,000	4,000		-730	7,000	3,270			10,270.00
Furniture/Equipment	3,000	2,600			3,000	2,600			5,600.00
Rent	20,000	3,000			20,000	3,000	2,500		25,500.00
Repairs/Maintenance	1,200	1,000			1,200	1,000			2,200.00
Telephone/Internet	11,000	2,500			11,000	2,500		1,500	15,000.00
Insurance (GL/Cobra/Surety Bond)	1,450	6,000			1,450	6,000		3,500	10,950.00
Licensing Fees/Assessments	5,000	300		150	5,000	450			5,450.00
Postage	700	500			700	500			1,200.00
Advertisement	500	1,800			500	1,800			2,300.00
Outreach	7,500	0		30	7,500	30			7,530.00
Professional Development –	7,500	1,500			7,500	1,500			9,000.00
Professional Dues/Services	1,500	3,800			1,500	3,800			5,300.00
Auto (Gas/Maint/Insurance)	10,500	7,000			10,500	7,000		3,441	20,941.00
Workforce Board Expenses				550	0	550			550.00
Training & Support Participants	1,075,487		200,000		1,075,487	0	476,359		1,551,846.00
Disaster IDA	33,999				33,999	0			33,999.00
AARP - PROGRAM SPECIFIC			4,645		2,905	0	1,740		4,645.00
CDBG - PROGRAM SPECIFIC			40,000		40,000	0			40,000.00
CAA TRAINING & SUPPORT			20,000		1,520	0	18,480		20,000.00
Misc. Program Income					0	0			0.00
SUBTOTAL	2,227,790	198,406	330,000	0	2,272,215	198,406	561,934	139,441	3,171,996.00

2,834,149 337,847

Submitted By:

Suzanne Torregano, WDB Executive Director

Approved by the Workforce Development Board on

Alan Thriffley, Chairman

POLICY REVISIONS

Requesting approval
May 22, 2024 Board meeting

Financial Management Systems Policy: 106-16

RECAPTURE OF IMPROPER PAYMENTS

FPD establishes the following policy and procedures to track, report and collect improper payments.

1. Improper payments include overpayments and duplicate payments or incorrect amount of payment.
2. Identification of improper payments happens through the following procedure(s).
 - Accounting reconciliations
 - Fiscal monitoring
 - Program monitoring
3. Methods of recapturing improper payments:
 - a. Vendors:
 - When an incorrect or improper payment to a vendor is recognized, the accounting staff will notify the vendor immediately and document that contact
 - Accounting will issue a stop-payment of the check if necessary
 - If the check has been processed by the vendor, a request will be made to recapture the payment. If the vendor is one with whom payments are made on a regular basis, we may request an invoice credit to recoup the incorrect payment.
 - No further payments will be issued to said vendor until the improper payment has been recouped and reconciled.
 - b. Participants:
 - When an incorrect or improper payment to a participant is recognized, the accounting staff will notify the Center Manager immediately.
 - Accounting will issue a stop payment on the check as necessary.
 - If the check has been processed by the participant, the Center staff will contact the participant to request the payment/funds be returned and

document the attempt to recoup and recapture in a HiRE case note. If the participant cannot be reached, or refuses to return the funds, future tuition and/or supportive payments will be reduced by the amount of the improper payment.

- The Center Manager will notify the Fiscal Manager of the result of the attempt to recapture improper payments.
- No further payments will be issued to the participant until the improper payment has been recouped and reconciled.
- Improper payments not recouped will be documented in the participant's HiRE case notes and in the accounting files should the participant apply for services in the future.

POLICY REVISIONS

Requesting approval
May 22, 2024 Board meeting

Procurement of Goods and Services: 107-16-1

Small Purchases

Small purchase procedures are simple and informal procurement methods for securing services, supplies, or other property. Purchases shall not be broken down into several purchases merely to be able to use small purchase procedures.

Any procurement less than \$25,000 (**previous amount \$10,000**) shall be made in accordance with the following small purchase procedures:

- (1) Purchases up to \$1,000.00 (**previous amount \$500**). No competitive bidding or quotes are required.

- (2) Purchases between \$1,000 and \$5,000 (**previous amount \$500 - \$1999.99**) may be made by telephone or facsimile quotations solicited from at least three (3) bona fide, prospective bidders and purchases made based on the lowest responsive quotation received. Files must be documented listing persons contacted, and the terms and delivery of each bidder solicited and any special comments.

- (3) Purchases between \$5,000 and \$25,000 (**previous amount \$2000 - \$9999.99**) shall be made by sending out written invitations for bids to at least five (5) bona fide, qualified bidders. Written or facsimile solicitations for bids should contain complete competitive specifications, the quantity required, terms and conditions, delivery point and other information sufficient for a supplier to make an acceptable bid. Necessary precaution is to be implemented to keep both written and facsimile solicitations confidential until the closing time for receipt of bids.

Sealed Bids (Formal Advertising) for purchases \$25,000 (**previous amount \$10,000**) and over:

Bids are publicly solicited procurement for which a firm fixed-price contract (lump sum or unit price) or other fixed-price arrangement is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. Additional requirements follow:

1. Contracts for \$25,000 (**previous amount \$10,000**) and over shall be awarded by competitive sealed bidding, except as otherwise provided in these policies and procedures.

Noncompetitive Proposals (Sole Source)

6. Contracts for professional, personal, and consulting services may be awarded without the necessity of competitive bidding or competitive proposals. **(previously read: Contracts for consulting/professional services which have a total maximum amount of compensation less than fifty thousand dollars (\$50,000) may be awarded without the necessity of competitive bidding or competitive proposals.)**

LWDB Board Composition Matrix

Name of LWDA:		First Planning District - LWDA 10			As of Date:		April 22, 2024			
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 Abacie, Vice President & Commercial Manager	Real Estate	St. Tammany	Stirling Properties	3rd	3/1/23		3/1/26		
3	Mindy Nunez Airhart, 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	5/1/24		5/1/27		
5	Thomas Cagle, VP of Safety/Training	Maritime Transportation	St. Bernard/Plaquemines	Associated Terminals	1st	10/31/23		10/31/25		
6	David Kaufmann, Jr., Vice President	Construction	St. Tammany	KB Kaufmann & Co., Inc.	1st	2/1/22		2/1/25		
7	Kelly Phillips, Dir Human Resources	Professional Services	St. Tammany	Ampirical, LLC	1st	3/7/24		3/7/27		
8	Ross Gares, Director of Operations	Manufacturing	St. Bernard	Ran 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	2/28/24		2/28/27		
11	J. Lacey Dugas, VP of HR	Food Manufacturing	Plaquemines	Daybrook Fisheries	1st	2/28/24		2/28/27		
12	Bill Henley, Owner/CEO	Information Technology	St. Tammany	CD T	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	9/30/23		8/30/26		
14	Chris Varnado, Business Manager	Union	St. Tammany	Boilermakers Local No. 37	1st	10/31/23		10/31/25		
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		

LWDB Board Composition Matrix

Name of LWDA:	First Planning District - LWDA 10	As of Date:	April 22, 2024				
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
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	10/31/21	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 -Peysen 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	9/1/23	9/1/26
21	Rachel Mackey, Regional Supervisor	Wagner Peysen	Regional	Louisiana Workforce Com	3rd	9/1/23	9/1/26
22	Elizabeth Maillian, District Supervisor	Voc Rehab	Regional	La. Rehabilitation Services	1st	10/31/23	10/31/25
23	Runiaja Vicksorown	TANF	Regional	Dept. Children & Family Serv	1st	9/2/22	9/2/25



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Serving Plaquemines, St. Bernard & St. Tammany Parishes

Contract Summaries

JAG: \$5800 Renewal; Effective Date: 3/4/2024 – ending Date: 12/31/2024

**NTCC will operate an out-of-school youth Job's for America's Graduates (JAG) program for approximately thirty (30) to thirty-five (35) eligible high school dropouts (16 – 24 years old) per year. The program will be based on the national model whose primary mission is to recover dropouts and provide an array of counseling, employability and technical skills development, job development and placement services that will result in either a quality job leading to a career and/or enrollment in a postsecondary training program. While the Louisiana Workforce Commission has obligated funds to cover the JAG Specialist salary/benefits and materials/supplies for this program, the FPD will cover the required travel expenses.

NTCC (Summer Career Exploration Program): \$15020; Effective Date: 5/10/2024 – ending date: 7/12/2024

**NTCC will operate a Summer Youth Career Exploration Academy Camp for a maximum of twenty (20) CDBG and/or WIOA eligible youth between the ages of 17 – 24. The Career Exploration Academy is a seven-week session held Monday through Thursday for 6 hours a day. The session will operate from May 13, 2024 through June 27, 2024. Participants will explore multiple career opportunities that include the following: HVAC, Electrical, Automotive, Mechatronics, Health Sciences, Maritime Technology, Veterinary Technology, and Information Technology. In addition, youth will also participate in career readiness workshops, field trips to local employers, "Lunch and Learns" with employers and receive industry certifications. NTCC will provide the management, scheduling, and facilitation/instruction of the Summer Youth Career Exploration Academy.

CDBG Grant (awarded in support of Summer Career Exploration Academy): \$50,000; All funds are to be spent by June 30, 2024.

**Funds are to be spent to support all Summer Career Exploration Academy activities for St. Tammany Parish Youth.

CSBG Grant (awarded in support of Summer Career Exploration Academy and subsequent Work Experience for the youth): \$20,000; All funds are to be spent by August 31, 2024.

**Funds are to be spent to support Summer Career Exploration Academy activities for St. Tammany Parish Youth as well as subsequent work experience.

**RENEWAL OF
COOPERATIVE ENDEAVOR AGREEMENT WITH
ST. TAMMANY DEVELOPMENT DISTRICT
FOR FINANCIAL MANAGEMENT ASSISTANCE**

May 22nd, 2024 Full Board Meeting

Agenda Item #

RECOMMENDED ACTION:

1. Approve the renewal of the CEA with St. Tammany Development District for the provision of professional services through a qualified staff person to perform the functions of the Fiscal Manager for FPD. The Renewal CEA effective dates are July 1st, 2024 through June 30th, 2025 for a total of \$73,009.

BACKGROUND INFORMATION:

- The FPD Administrative Office lost over 60 years of combined experience in the early months of 2021 with the retirement of both the Fiscal Manager and Program Liaison. These positions are a critical component of the operations to ensure accountability both financially and within the WIOA law. Both positions were replaced, but the new Fiscal Manager resigned after a year on the job.
- This left the FPD in an emergency situation as there was no adequate backup for the Fiscal Manager position.
- St. Tammany Parish Development District agreed to assist us by hiring our former Program Liaison to do the work of the Fiscal Manager. This arrangement has been very successful. FPD reimburses St. Tammany Corp. through a CEA. They remain willing to assist FPD for an additional year. This allows FPD the ability to ensure the agency has continuity in this major role, especially with the recent replacement of the Executive Director position.
- FPD is saving over \$12,000 in administrative funding through this CEA, as the very experienced Fiscal Manager works only 30 hours a week. A new hire would be difficult to find if it was not a full time, 40 hours a week position.
- Our Grant Recipient/Administrative Entity (St. Bernard parish Government) is not in the position to take over these functions as they just hired a brand-new Finance Director one month ago and they have a new Parish President as well. They are very pleased with the current agreement and Fiscal Manager.

**RENEWAL OF
ONE-STOP OPERATOR AGREEMENT
FOR ADDITIONAL YEAR
May 22nd, 2024 Full Board Meeting
Agenda Item #**

RECOMMENDED ACTION:

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

BACKGROUND INFORMATION:

- WIOA required local boards to utilize a competitive procurement process to select a One-Stop Operator for the local area. At a minimum, the operator must coordinate the service delivery of required one-stop partners and service providers. Additional roles may be established, including coordinating service providers across the system, providing some or all of the services within the center, or coordinating service delivery in a multi-center area.
- The FPD Workforce Board approved and entered into a contract with Castles of Dreams in July of 2021. The contract was renewed for year three which ends on June 30th, 2024.
- The Executive Committee reviewed the performance of Castles of Dreams at its May 9th, 2024 committee meeting. A copy of the Performance Review is attached herein. The Contractor met all and exceeded most benchmarks established by the Board for year three.
- If approved, the Contract extension will begin July 1, 2024 and go through June 30th, 2025.
- Federal law requires the procurement of the One-Stop Operator to be conducted every four years, therefore, a new procurement process will have to be undertaken prior to July 1, 2025 to ensure a One-Stop Operator is in place.

Year Four Deliverables

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

**ONE-STOP OPERATOR AGREEMENT
PERFORMANCE REVIEW - YEAR 3
July 1, 2023 THROUGH June 30, 2024**

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

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

Recommend renewing this agreement for the final annual term of July 1, 2024 through June 30, 2025

Mr. Moore remains a tremendous asset in his role as One-Stop Operator. Many partners are displaying a higher level of trust and buy-in to the workforce system. He continues to assist our local area in moving the needle in a positive direction with our workforce system partnership. In addition to coordinating the part-time presence of Adult Education classes in the Slidell TPW Center, he was also instrumental in more fully engaging the welfare program staff in the ongoing partner activities. He implemented joint cross-training activities for frontline workers of mandated partners and those are going extremely well thus far and helping to build improved relationships among staff. Mr. Moore continues to utilize his extensive knowledge in WIOA to share different ideas for creating effective partnerships.

Respectfully submitted,
Suzanne Torregano, WDB Executive Director

May 8, 2024

LINE ITEM		COSTS
PERSONNEL- SALARIES		
a.) Fiscal Manager		
	\$30/hr X 52/ wks X 32hrs/wk	\$ 49,920.00
b.)		
PERSONNEL - FRINGE		
a.) Insurance - Employer portion (\$992.02/mo)	\$	11,905.00
b.) Social Security - Employer Portion (6.2%)	\$	3,095.00
c.) Medicare - Employer Portion (1.45%)	\$	724.00
d.) SUTA - Employer Portion - First \$7,700 of gross earnings (2.2%)	\$	170.00
e.) FUTA - Employer Portion - First \$7,000 of gross earnings (6%)	\$	420.00
f.) 401K - Employer March (3%)	\$	1,498.00
TRAVEL - Rate Per St Tammany Parish Development Policy	\$	500.00
TELEPHONE	\$	-
SUPPLIES	\$	-
	SUBTOTAL	\$ 68,232.00
ADMINISTRATIVE COSTS		
a) 7% (Includes payroll processing, benefit management, miscellaneous supplies, oversight, etc.	\$	4,777.00
b.)		
	TOTAL COSTS	\$ 73,009.00

The current administration has expressed a strong desire to see our 15 LWDB's regionalized. We see the benefit of keeping the 15 LWDB's but also wish to ensure that we are being intentional through regional collaboration. Local workforce development boards help us maintain consistency across our communities, especial the rural communities. To ensure our local businesses and industries are properly represented and heard, maintaining the current representation of the Local Workforce Development Boards is crucial. While regional workforce development boards may offer benefits such as economies of scale and coordination across larger geographic areas, local boards are often better positioned to provide targeted, responsive, and community-driven workforce development solutions that address the unique needs of the locality.

Advantages of Local Workforce Development Boards

1. **Tailored Solutions:** Local workforce development boards have a deep understanding of the unique needs and dynamics of their specific community or locality. This allows them to tailor workforce development programs and initiatives to address the specific challenges and opportunities faced by local employers and job seekers.
2. **Faster Response Time:** Local boards can respond more quickly to changes in the local labor market, economic conditions, and emerging industries. This agility enables them to adapt their strategies and programs in a timely manner to meet evolving workforce needs.
3. **Close Relationships with Employers:** Local boards often have closer relationships with local employers, which allows for more effective collaboration in identifying workforce needs, designing training programs and facilitating job placements. This proximity fosters stronger partnerships and better alignment between workforce development efforts and industry demand.
4. **Deeper Community Engagement:** Local boards are deeply embedded in their communities and have strong connections with local stakeholders, including educational institutions, community organizations, and government agencies. This enables them to engage in grassroots outreach and community based initiatives that address the unique needs of diverse populations within the locality
5. **Focused Resource Allocation:** Local boards can prioritize resource allocation based on the specific needs of their community, ensuring that workforce development efforts are targeted where they can have the greatest impact. This focused approach allows for more efficient use of resources and maximizes the effectiveness of workforce development investments.
6. **Flexibility in Program Design:** Local boards have greater flexibility in designing and implementing the workforce development programs that are responsive to the needs and preferences of local employers and job seekers. This flexibility allows them to experiment with innovative approaches and adapt strategies based on local feedback and insights.
7. **Local Accountability and Governance:** Local boards are accountable to the residents and stakeholders of their community, which fosters a sense of ownership and accountability for the outcomes of workforce development efforts. This local governance structure ensures that decisions are made with input from the community and reflect local priorities and values.

8. **Local Representation of Business:** Local boards do not dilute the voice of business and industry for areas outside of the metropolitan areas which drive economies in rural communities.
9. **Local Accessibility:** Local boards provide easy accessibility through the strategic location(s) of the American Job Center. Here, staff, who are familiar with the local economy, supportive service agencies and businesses can help direct/mentor/coach participants on different career pathways.

Benefits of a Regional WDB Collaboration:

1. Collaboration amongst LWDB's is paramount in many instances.
 - a. Implementing sector-based strategies: When implementing sector-based strategies, all LWDB's should be at the table as many of the employers are regionalized and could have sites across all local areas.
 - b. Collaboration for OJT contracts. For employers who are regionally based, it is good to have a central point of contact within the region (BSR) who creates the OJT contract so that the employer has one contract, one point of contact, one salary for specific positions, etc. This keeps regional communications clear and concise.
 - c. Collaboration through customized trainings. Again, there are some employers who have sites that are based throughout our regional footprint. If that employer requests a customized training, it is beneficial for them to have one point of contact and one contract but all LWDB's within the region would recruit participants to receive the training for the desired positions.
 - d. Creating a regional plan allows multiple LWDB's to look at ways of collaborating as well as identifying larger economic challenges and opportunities.
 - e. It may even be beneficial for the Executive Committee members from each LWDB to meet quarterly to discuss these larger economic challenges and opportunities

Louisiana Local Workforce Development Board's

White Paper on WIOA Reauthorization and the ASWA bill

Below are a series of recommendations for Congress to consider as it deliberates the reauthorization of the Workforce Innovation and Opportunity Act of 2014 (WIOA):

- I. Eliminate ASWA's Requirement to Spend 50% of Funding on Individual Training Accounts (ITA's) and On-the-Job Training**
 - Funding mandate does not contemplate other forms of training, including Customized Training, Incumbent Worker Training, Registered Apprenticeships, and Work Experience.
 - Funding mandate does not consider the human capital required to case manage individuals who are members of priority populations (i.e., individuals receiving public assistance, other low-income individuals, and individuals who have foundational skills needs) who depend on the local public workforce system for assistance.
 - Funding mandate does not consider the wrap around supportive services required to assist individuals succeed in training, training completion, and subsequent job placement
 - Funding mandate does not consider other flexible and innovative strategies to prepare individuals for careers in demand occupations.
- II. Remove Language Allowing Additional Workforce Funding to Remain at the State Level as Set-Asides**
 - Adding funding level set asides that allow states to take even more funding off the top of federal allocations, further eroding funding levels that should go to local areas and, ultimately, its local citizens
- III. Include Vote of Local Workforce Boards/Local Chief Elected Officials in the Redesignation Process**
 - Proposed Bill removes the voting rights of Chief Local Elected Officials/Local Workforce Development Boards regarding the Governor's Resignation Process, allowing local leadership the weigh in on whether to maintain or forgo current designations
- IV. Eliminate, or Improve, the Proposed Infrastructure Financial Agreement (IFA) Requirement**
 - Level of effort required to develop and enforce IFAs with all WIOA MOU Partners significantly outweighs the benefits received
 - Removal of IFA negotiations from locals, defaulting to state funding mechanisms may be a step in the right direction, but does not go far enough
 - Proposal falls short of requiring mandated partners to provide funding, with penalty/sanctions for failing to provide its fair share of the costs

- New law should include mandates that IFA funds be collected at the state level with a plan for disbursement to local levels, with guidance for managing the process

V. ASWA is Addressing the Need to Eliminate, or Modify, Youth Expenditure Requirements (currently 75% min. on Out-of-School Youth/25% max. on In-School Youth)

- Eliminate “income” and “school status” as part of the WIOA Youth Program Eligibility. This requires a modification to the current Youth eligibility requirements to only consider “Age” and “Priority Populations” when determining program eligibility; *school status* should be disregarded, thereby eliminating minimum/maximum expenditure requirements based on school status at the time of enrollment. This recommendation is consistent with the ASWA plan to remove the current in-school/out-of-school distinction described in section 129(a)(1) (A-C) of WIOA.
- By modifying or removing the percentage set asides for youth this will allow us to work with K-12 education in the promotion and incorporation of pre-apprenticeship programs that further the coordination with business and industry in career focused endeavors and allow for the implementation of career to work (work experience) programs.
- ASWA, as drafted, makes effort to address funding for service to youth. However, it is unclear as to how it defines Opportunity Youth and proposed set-asides for this new population.

VI. Increase WIOA Funding to Local Workforce Development Areas

- Funding has been at a standstill or decreased in many states for the past three years. Since the COVID pandemic there have been changes to training needs and current funding priorities should be provided to the Local Workforce Development Boards that are experienced and effective in providing workforce program services to targeted populations of individuals and employers, not in special projects to agencies with no workforce experience.
- With stand still funding in WIOA funding at the federal level, increases in operational costs for local areas, stringent regulations, and set-asides, local areas continue to face challenges in meeting the hiring needs of employers with high-demand, high-wage occupations who are willing to train job candidates using the employer-based training model. Increased funding will allow for more employer-based efforts that include immediate training and viable wage earnings.

VII. Modify the Current WIOA Funding Formula Used to Allocate Funding to States

- Over the past three funding cycles most states experienced substantial decreases to their formula WIOA funding in Adult, Dislocated Worker, and Youth funding while the federal allocation has stayed constant. The allocation

must depend on the hold-harmless factors to avoid even deeper cuts to states. A review of the allocation formula to ensure that certain data variables do not have devastating effects leading to these outcomes. Possible consideration can be to use the Workforce Participation Rates over the Unemployment Rates, giving a more accurate depiction of eligible adults who are not engaged in the workforce.

VIII. Combine Adult and Dislocated Worker Funds into a Single Funding Category to Allow Greater Flexibility to Local Areas.

- Currently, program funding for Adult and Dislocated Worker funds can be combined or transferred, but this requires additional paperwork and fund tracking. The transfer of funds can be cumbersome and does not provide local areas with the level of flexibility and nimbleness needed to respond quickly to local demand shifts.
- Dislocated Workers, under a combined funding concept, can become a “priority population” like others under current law.

IX. Consideration of including workforce Pell as part of the DOI. Workforce programs to be managed by local workforce development boards along with other workforce development funding.

- By providing this program as part of the WIOA reauthorization it would allow for case management of those who have barriers to employment or education and will benefit from the wrap-around services that local workforce boards provide to those in the highest need.
- The idea that everyone is ready or able to enter training without the additional services and assistance can lead to the continued poor outcomes and dropping out that many experience entering community colleges without support.