

FIRST PLANNING DISTRICT CONSORTIUM

WORKFORCE DEVELOPMENT BOARD

July 9, 2025

Notice is hereby given that there will be an Executive Committee meeting of the First Planning District Workforce Development Board on **Wednesday, July 16, 2025 at 8:30 a.m.** at Nunez Community College, 3710 Paris Rd, Chalmette, LA in the Kane Technology Bldg, Rm A-122 Conference Room.

AGENDA

1. Call to order
2. Review/approve previous Exec Committee minutes
3. Review of financial reports ending May 31, 2025
4. One Stop Operator Contract review/approval to send to Board
5. CEA with St. Tammany Economic Development – Finance Manager – review/approval to send to Board
6. Financial Mgt Policy Revision 106 16
7. Regional/Local Plan Review/approval to send to Board
8. Other updates
 - a. Legislative updates, if any
 - b. WIC updates, if any
 - c. Allocation updates, if any
9. Dave's AJC Updates
10. Review of action items
11. Adjourn

Mindy Nunez Airhart

Mindy Nunez Airhart, Chairman

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FIRST PLANNING DISTRICT WDBEC MEETING MINUTES

April 16, 2025 – 8:30 a.m.

MEETING INFORMATION

Location	This meeting was held in person at the Towers Building, 520 Old Spanish Trail, Slidell, LA 70461.			
Attendees	Chairperson Mindy Nunez Airhart	<i>Present</i>	Mr. Chris Abadie	<i>Present</i>
	Mrs. Stephanie Dupepe	<i>Present</i>	Mr. Ross Gares	<i>Absent</i>
	Mr. Jerry Repka	<i>Present</i>	Mrs. Suzanne Torregano	<i>Present</i>
	Mr. Dave Maziarz	<i>Present</i>	Ms. Stacie Chitwood	<i>Present</i>

CALL TO ORDER

The meeting was called to order at 8:38 a.m. by Chairperson Mindy Nunez Airhart and a quorum was declared.

1. APPROVAL OF MINUTES FROM JANUARY 15, 2025

Chairman Nunez-Airhart presented the minutes from the January 15, 2025 executive committee board meeting, and reviewed the action items. A motion for approval was made by Mr. Chris Abadie and seconded by Mrs. Stephanie Dupepe. The minutes were approved by a unanimous vote with no objections or abstentions.

2. REVIEW OF FINANCIAL REPORTS ENDING FEBRUARY 28, 2025

Mrs. Suzanne Torregano called attention to the Fund Utilization report showing on target. Regarding Adult, there is approximately \$13,000 remaining in admin that we need to spend before June 30 - that is going to be taken up with salaries. Regarding Dislocated Worker, the staff has done an excellent job with utilizing these funds. Because of this, \$75,000 was transferred from DW to Adult funds which will be seen on next month's reports. Youth funding is currently showing \$79,000 remaining but is estimated to be down to \$34,000 by the end of March. Summer programs are gearing up. We were awarded a \$50,000 CDBG grant and expecting a \$20,000 grant from CAA which will cover most of the summer programs in St Tammany. Dave Maziarz shared that he and Mrs. Denise Davillier, our Youth Services Director, have created a checklist to ensure no funds are left remaining. This checklist included purchases of items needed, such as Conover Work Readiness online courses and additional laptops.

The next report reviewed is the Expenditure to Budget report. Our percentage of expenditures in February and staff salaries were at 61.65%. As a reminder, Mr. Dave Maziarz and Ms. Stacie Chitwood were able to hire two new staff members, but they were not onboarded until late November. This means that from July until late November we did not have staff salaries and fringe for two employees. The next item reviewed was training for Plaquemines. This number is currently low, but Mrs. Torregano stated that most of these dollars will be utilized for summer programs. Mr. Maziarz is still working inroads within the parish to develop relationships. He has consistently been communicating with PABI, the school district, and the Learning Center in effort to improve how we offer services across Plaquemines. Staff have also been encouraged to bring in more students at Nunez. Regarding St. Tammany, training is on par with 66%.

Our next report is the Two Year Budget report. Attention was brought to the additional \$5,000 cost not planned within our original budget to cover the license for Lightcast. Lightcast is the system that is used to gain valuable labor market information. We have had an agreement in place and NOLABA once reimbursed us this cost each year. Unfortunately, NOLABA has shut down and is unable to honor this reimbursement. Adjustments were made across multiple line categories to cover this change and allow all areas to remain balanced. The next time the board meets, this report will also show the additional funds received from both the CDBG and CAA grants.

This topic was opened for questions with none asked. A motion for approval was made by Mr. Chris Abadie and seconded by Mr. Jerry Repka. The financial reports were approved by a unanimous vote with no objections or abstentions.

3. ONE STOP OPERATOR COMMITTEE REPORT & RECOMMENDATION FOR BOARD MEETING

Mrs. Torregano began thanking the executive board members for submitting their recommendations for the One Stop Operator RFP. She can share that unanimously, Mr. Brian Moore received excellent feedback from every reviewer on the executive committee. One of the things Mrs. Torregano would like to push more of this year is that while Mr. Moore does an excellent job in St. Tammany, she would like to make sure that our partnerships in St. Bernard and Plaquemines grow and strengthen just as consistently. This will help the staff improve and expand services in these areas. Chairperson Nunez-Airhart asked if there were any new things that he proposed, that he is not doing now, that he has proposed to do moving forward in his contract. Mrs. Torregano confirmed that there are activities proposed for these two areas, along with the formation of a Workforce Alignment Group, which will help to strengthen the coordination of services across all three parishes. This group will help us align with the conversation going on at the state level of Louisiana utilizing a one door model with the consolidation of social services and workforce development under one umbrella. There has not been a lot of discussion about the reauthorization of WIOA. We know that the new head of the Department of Labor is a huge proponent of the original version of ASWA that was released by the House last year, which is the one that we were voicing serious concerns against because of some of the components contained in the proposal, such as the 50% mandated training dollars. One of the big concerns would be what their definition of training is going to be. This type of proposal could possibly hurt us when we talk about staffing because dollars available could be less – but we are not sure and we are not sure if that will be the version that comes out of the new discussions. We try to keep our staff salaries and fringe below 50% of what we receive in funding. We want to be good stewards of the federal dollars that we are given, but we also know the importance of the human capital piece of what we do. It takes the training, the additional coaching and mentoring that the teams and the case managers give in order to assist participants. Mrs. Torregano thinks that forming this committee is going to be huge, because we want to stay true to the brand we have created for ourselves. Mrs. Torregano continued that she wants to stay a step ahead of where our administration is, so that when they deliver their determination, we can say here is what we are already doing in St. Tammany, St. Bernard, and Plaquemines parishes, with our partners. Mr. Chris Abadie supported the approval of the \$60,000 salary change because we have had more than a 20% inflationary cost since the previous negotiation which occurred almost 5 years ago. He also shared that we get an additional benefit of him in this role that we did not have with Jennifer Barnett before him because he is more of an advocate on the state and federal level. After no further discussion, Mrs. Torregano recommended that she would create a one-page document, include Mr. Moore's RFP to the board for review at the next meeting, and will share the executive committee's recommendation to hire. A motion for approval was made by Mr. Jerry Repka and seconded by Mr. Chris Abadie. The One Stop Operator RFP was approved by a unanimous vote with no objections or abstentions.

4. DISCUSS BOARD BYLAWS

Mrs. Torregano thanked each executive committee member on their feedback and shared that the urgency with getting this complete was to submit revisions, if any, at this time.

- One suggestion offered was about term limits only being applied to members from the private sector. This was suggested because of the natural turnover and broad area of responsibilities of most in this category that there is no need to have a term limit on these seats. All were in favor of removing "two years" from Article III, Section 3, Item B, and removing Article III, Section 3, Item E entirely.
- The next suggestion was regarding the common issue of members not showing up to meetings. If term limits are being removed, then the board will need to strengthen the commitment of those involved. It was shared that the language in Article 3, Section 5 was vague. Mrs. Torregano shared her opinion that all members should attend a minimum of 2 of the 4 quarterly meetings. Mr. Jerry Repka shared that on most of the boards he is involved with require a minimum attendance of 3 of the 4 quarterly meetings. The executive committee agreed that Article III, Section 5, Item B should add "removal for missing two or more meetings in any 12-month period".
- Chairperson Nunez-Airhart opened discussion in regard to allowing proxies. Mrs. Chris Abadie supported allowing proxies because of constant scheduling conflicts. Mr. Jerry Repka shared that this would work as far as attendance

needs but will not assist with ensuring a quorum is met, as proxies are not allowed to vote. The executive committee agreed to not move forward with adding language of proxies.

- The next suggestion concerns the fact that the current bylaws state that every board member must be on a committee. Mrs. Torregano shared that committees should meet quarterly ahead of board meetings so that they can present their findings and thoughts to the entire committee to base their decisions. These meetings can take place via Zoom as no board voting will occur. Mr. Maziarz also suggested that these committees also be allowed to include non-board members. The language of "appointed" will be changed to "serve" in Article VII.
- The next suggestion was around the need for a Vice Chair for the board. Mr. Maziarz inquired as to whether this would be needed as a safety net for when the Chairperson was not available. Mrs. Dupepe shared that this was included to provide an option for someone who was interested in being developed to possibly become the next Chairperson. The executive committee agreed to add "at consideration of the board" to Article IV, Section 1 in regard to the Vice Chair. The executive committee nominated Mr. Chris Abadie, who accepted this nomination. Mrs. Torregano will add this nomination and vote for the next full board meeting.
- The executive committee agreed to the term lengths as stated in Article IV, Section 3.

One of the items that the state previously requested was a breakdown of committee structure. In previous meetings there was a conversation about reviving committees, and Mrs. Torregano opened the floor to discuss. Chairperson Nuncz-Airhart is in favor of reviving the committees and would like to let board members offer a suggestion to which committee they would like to be a part of. Mrs. Stephanie Dupepe suggested that she should appoint the chair for each committee and at that point let others volunteer for which they would like to participate. Mrs. Torregano continued by asking feedback on the committees and what the purpose of each is. Mr. Dave Maziarz suggested that when you are regenerating committees, sometimes less can be more. He shared that if you get a handful of strong committees working well early, it is much easier to expand after the fact.

- Next there was shared confusion over the Center Accountability committee and the need for it. The executive committee agreed that this should be removed completely and that an ad hoc committee be created for the sole purpose of center certification upon due date.
- Mrs. Torregano suggested that a development committee be created to begin the process of fund diversification. Including nonprofit partners in this group would be beneficial. The Director's Association has now been legally formed into a 501c3. We are putting things in place and may allow collaboration on joint grant applications. The executive committee was in agreement with the addition of this committee.
- Chairperson Nuncz-Airhart shared that the Business Engagement committee is extremely important to continue. The board needs to do a better job at outreach to businesses to educate them on the services that we provide. The executive committee agreed to keep everything within this committee as is, with a need for action when members are assigned.
- It was decided that the Community Development committee be included in the bylaws. This committee would serve by bringing nonprofits together on how to better braid funds and offer services for each other, such as needed for re-entry and youth. Mr. Maziarz stated that this would be helpful because of the immense number of unknowns involved with each of these areas. Mrs. Torregano shared that she feels that this will be vital to help discover what is needed in all three of our parishes. The executive committee agreed that this should be included in the bylaws and an available option to meet committee requirements.
- Last, the executive committee agreed to remove the term "Taskforces" from the title of Article VII as it was not necessary.

Mr. Jerry Repka asked whether we should have a Youth committee seeing as how many other workforce boards have one. This would include someone from apprenticeships, high schools, and community colleges. The executive committee agreed that this should be one of the main focuses of the Community Development committee with school board members involved. With further discussion needed, a motion for approval was made by Mrs. Stephanie

Dupepe and seconded by Mr. Chris Abadie. The suggested changes to the bylaws were approved by a unanimous vote with no objections or abstentions.

5. ADDITIONAL UPDATES

Mr. Dave Maziarz shared that we are spending a lot of attention and effort across St. Bernard and Plaquemines and making some nice headway. We are in with South Plaquemines High School, which is a new relationship. We are renewing relationships with Phoenix High School as well. Tara Means, from the Education Center is a great asset. We currently have an agreement in place to use the Learning Center but are talking about making some adjustments to the schedule, because right now, the available timeslots are late. We are currently allowed to utilize the space from 4:30 pm to 8:00 pm. In St Bernard, we have a new project suggestion from Nunez Community College which will be working on a Beautify St Bernard project. It entails welding trash containers which will be placed all around St Bernard to try to help beautify and clean up the parish. We are working with them on the details.

We are dealing with some staffing struggles. We lost Jeremiah a while ago, and have a position posted. We have got a couple of decent applicants, but like everything else, we are trying to make wise choices. It also looks like we have lost one of our new hires that just started in November. Mr. Maziarz shared that he has decided to go to California and start a whole new life with his girlfriend. With that being said, he didn't give us a two-week notice. Mr. Maziarz said that he has talked about pushing and doing more with less, and he thinks he probably pushed a little too hard. We have so many things we want to do and that we are trying to do, but it's at a cost. He is trying to roll some of that back, which is hard to do, because as you start getting the momentum, you do not want to lose it. It's also really hard finding folks for what we pay, that are really committed long term. If anybody knows of folks that have public servant blood running through their bodies, we could use folks that are interested. We have got a couple of potential candidates, and need to strengthen the team environment. Chairperson Nunez-Airhart asked Mr. Maziarz to please share the job description. Mr. Jerry Repka inquired as to whether the pay is often the problem with turnover. Mrs. Torregano responded that salaries are at the low end of the \$30,000's, and while there is a desire to increase this, we would be encroaching on the maximum percentage. Mrs. Dupepe shared that in the case management field, most salaries begin closer to \$45,000. Mr. Maziarz stated that this is why he is having to reassess the more with less. We are going to have to focus on areas where we need to be excellent rather than all the places we want to be involved. Mrs. Torregano is open to discussion of splitting the planned salary for a position which may not be backfilled among the team. Mr. Maziarz shared that this is where our strategic planning needs to be focused. Chairperson Nunez-Airhart asked whether Venture Global was involved to assist with supplementing funds or support, and Mr. Maziarz shared that they are on a short list of employers and partners that he is attempting to develop relationships with.

MEETING ADJOURNED

Chairperson Nunez-Airhart opened the floor for any other public comments. With no additional business request to be discussed, a motion to adjourn was made by Mrs. Stephanie Dupepe and seconded by Mr. Jerry Repka. The meeting was adjourned at 10:06 a.m.

ACTION ITEMS

- Complete one-pager with RFP contract for full board meeting.
- Finalize included updates to bylaws for full board meeting.
- All Financial Disclosures must be completed by My 15th.

FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD

FUND UTILIZATION REPORT

Month ending MAY 2025

		Admin	Program	Total Allocation	Expended 31-May-25	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/25
Adult										
	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	100.00%		100.00%	0.00
	FY24 expires 6/25		408,796.00	454,218.00	408,796.00	0.00	100.00%		100.00%	0.00
	FY24 expires 6/25	45,422.00			45,422.00	0.00	100.00%		100.00%	0.00
	PY24 expires 6/26		89,776.00	99,751.00	89,776.00	0.00	100.00%		100.00%	
	PY24 expires 6/26	9,975.00			7,197.70	2,777.30	72.13%		72.13%	
	FY25 expires 6/26		366,884.00	407,349.00	21,605.01	345,278.99	5.39%	131,160.73	41.64%	
	FY25 expires 6/26	40,765.00			0.00	40,765.00	0.00%		0.00%	
	PY24 TR expires 6/26		75,000.00	75,000.00	75,000.00	0.00	100.00%		100.00%	
		107,282.00	1,040,540.00	1,147,822.00	759,000.71	388,821.29	66.13%	131,160.73	77.55%	0.00
Dislocated Worker										
	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	100.00%		100.00%	0.00
	FY24 expires 6/25		384,336.00	427,040.00	384,336.00	0.00	100.00%		100.00%	0.00
	FY24 expires 6/25	42,704.00			42,704.00	0.00	100.00%		100.00%	0.00
	PY24 expires 6/26		53,648.00	57,942.00	53,648.00	0.00	100.00%		100.00%	
	PY24 expires 6/26	14,294.00			0.00	14,294.00	0.00%		0.00%	
	FY25 expires 6/26		415,406.00	461,562.00	93,848.03	321,557.97	22.59%	29,167.33	29.61%	
	FY25 expires 6/26	46,156.00			0.00	46,156.00	0.00%		0.00%	
		116,462.00	973,157.00	1,089,619.00	707,611.03	382,007.97	72.71%	29,167.33	67.62%	0.00
Youth										
	PY23 expires 6/25	54,782.00		547,821.00	54,782.00	0.00	100.00%		100.00%	0.00
	PY23 expires 6/25		493,039.00		484,829.17	8,209.83	98.33%	8,209.83	100.00%	0.00
	PY24 expires 6/26		457,419.00	508,243.00	7,289.82	450,129.18	1.59%	29,924.52	8.14%	
	PY24 expires 6/26	50,824.00			0.00	50,824.00	0.00%		0.00%	
		105,606.00	950,458.00	1,056,064.00	546,900.99	509,163.01	51.79%	38,134.35	55.40%	0.00
	Grand Total	329,350.00	2,964,155.00	3,293,505.00	2,013,512.73	1,279,992.27	61.14%	198,462.41	67.16%	0.00

FPD WDB EXPENDITURES TO BUDGET REPORT
through MAY 31, 2025

Budget Line Items	ANNUAL BUDGET JULY 2024 - JUNE 2025	5/31/2025	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% W/ OBS	RESERVE FOR FUTURE YEAR 07/25 - 6/26
Tri-Parish Centers - Program								
Staff Salaries/Fringe	916,427.00	769,619.55	83.98%	146,807.45		146,807.45	83.98%	90,592.00
Operating Costs	154,920.00	119,706.68	77.27%	35,213.32	4,500.00	30,713.32	80.17%	350.00
OVERHEAD SUBTOTAL	1,071,347.00	889,326.23	83.01%	182,020.77	4,500.00	177,520.77	83.43%	90,942.00
Training & Support for Clients								
Plaquemines	90,000.00	11,866.31	13.18%	78,133.69	200.00	77,933.69	13.41%	53,112.00
St. Bernard	250,000.00	129,490.33	51.80%	120,509.67	33,641.24	86,868.43	65.25%	156,175.00
St. Tammany	718,480.00	517,362.22	72.01%	201,117.78	89,634.46	111,483.32	84.48%	260,713.00
TRAINING/SUPPORT SUBTOTAL	1,058,480.00	658,718.86	62.23%	399,761.14	123,475.70	276,285.44	73.90%	470,000.00
			#DIV/0!	0.00	0.00	0.00	#DIV/0!	
								0.00
								0.00
Tri-Parish Sub Total	2,129,827.00	1,548,045.09	72.68%	581,781.91	127,975.70	453,806.21	78.69%	560,942.00
Admintraton Office								
Staff Salaries/Fringe	150,889.00	137,926.07	91.41%	12,962.93	4,877.17	8,085.76	94.64%	120,000.00
Operating Costs	48,420.00	29,934.51	61.93%	18,435.49		18,435.49	61.93%	16,778.00
ADMIN SUB TOTAL	199,309.00	167,910.58	84.25%	31,398.42	4,877.17	26,521.25	86.69%	136,778.00
GRAND TOTALS	2,329,136.00	1,715,955.67	73.67%	613,180.33	132,852.87	480,327.46	79.38%	697,720.00

FIRST PLANNING DISTRICT

**TWO-YEAR BUDGET/EXPENSE
JULY 1, 2024 THROUGH JUNE 30, 2025**

Total Funds available through June 2025	PROGRAM	PROGRAM REV	ADMINISTRATION	ADMIN REV	TOTAL
Total Carryover Funds	1,113,938.00		157,160.00		1,271,098.00
New Allocation 2023/2025	1,458,133.00		162,014.00		1,620,147.00
					0.00
AARP Carryover	30,218.00		16,913.00		47,131.00
					0.00
CAA - SUM 24 Carryover	18,480.00				18,480.00
GNO INC.	20,000.00				20,000.00
CDBG'25		50,000.00			50,000.00
GRAND TOTAL	2,640,769.00	50,000.00	336,087.00	0.00	3,026,856.00

LINE ITEMS	ANNUAL BUDGET July 1, 2024 – June 30, 2025		EXPENDITURES TO DATE MAY 2025		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe	916,427.00	72,793.00	769,619.55	64,708.37	146,807.45	8,084.63
One Stop Operator	54,000.00	0.00	49,500.00		4,500.00	0.00
Salaries Contract - Finance Dir	0.00	78,096.00		73,217.70	0.00	4,878.30
Travel/Mileage	10,137.00	1,301.00	3,359.04	609.32	6,777.96	691.68
Conference/Meetings	3,000.00	200.00	2,122.57		877.43	200.00
Unemployment Insurance	3,800.00	0.00			3,800.00	0.00
Staff Drug Screen/new hire	250.00	100.00	80.00		170.00	100.00
Accounting Services	0.00	9,500.00		7,754.96	0.00	1,745.04
Supplies	10,175.00	2,570.00	5,178.52	389.17	4,996.48	2,180.83
Furniture/Equipment	2,500.00	1,100.00	3,096.31		(596.31)	1,100.00
Rent	15,200.00	3,500.00	13,527.14	2,472.86	1,672.86	1,027.14
Repairs/Maintenance	1,200.00	1,000.00	344.71	42.61	855.29	957.39
Telephone/Internet	12,000.00	3,000.00	10,469.02	1,859.03	1,530.98	1,140.97
Insurance (GL/Cobra/Surety Bond)	1,600.00	6,500.00	1,204.44	5,056.55	395.56	1,443.45
Licensing Fees/Assessments	5,050.00	550.00	4,651.75	203.12	398.25	346.88
Postage	700.00	750.00	78.00	19.80	622.00	730.20
Advertisement	750.00	1,162.00		979.02	750.00	182.98
Outreach	8,495.00	0.00	6,455.78		2,039.22	0.00
Professional Development - Staff	5,000.00	500.00			5,000.00	500.00
Professional Dues/Services	1,500.00	2,600.00	769.00	800.00	731.00	1,800.00
Auto (Gas/Maint/Insurance)	11,500.00	6,500.00	10,808.39	2,424.51	691.61	4,075.49
Workforce Board Expenses	0.00	550.00		476.57	0.00	113.43
Analysis Survey/Consultant	8,063.00	6,937.00	8,062.01	6,936.99	0.99	0.01
	0.00	0.00			0.00	0.00
Training & Support - Participants*	1,058,480.00		658,718.86		399,761.14	0.00
					0.00	
					0.00	0.00
Misc. Program Income						
SUBTOTAL	2,129,827.00	199,309.00	1,548,045.09	167,910.58	581,781.91	31,398.42

***Training and Support Breakdown**

OJT	22,150.76
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	341,368.58
WORK EXP	188,451.77
SUPPORT	73,198.50
CAA '24	18,480.00
cdbg'25	15,069.25
	658,718.86



317 N. Jefferson Ave., Room 213
Covington, Louisiana 70433
(985) 875-9275 fax (985) 875-9316
firstplanning@bellsouth.net

Serving Plaquemines, St. Bernard & St. Tammany Parishes

Contract/MOU Summaries

JAG: \$5800 Renewal: Effective Date: 7/1/2025– ending date: 6/30/2026

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 and supplies for this program, the FPD will cover the required travel expenses.

NTCC (Summer Career Exploration Academy): \$16875 Renewal: Effective 5/12/2025 – ending date: 6/26/2025

NTCC will operate a Summer Youth Career Exploration Academy Camp for a maximum of twenty (25) CDBG and/or WIOA eligible youth between the ages of 17 and 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 12th through June 26th, 2025. 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.

CDBG Grant (awarded in support of Summer Career Exploration Academy): \$50,000; All funds are to be spent by June 30, 2025

Funds spent are to be utilized 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, 2025

Funds spent are to be utilized for St. Tammany Parish Youth.

St. Tammany Economic Development (Finance Manager), \$80,685, July 1, 2025 – June 30, 2026

St. Tammany Parish Development District agrees to provide a staff person to handle the role of Fiscal Manager for the FPD. St. Tammany Parish Development District will employ the staff person who will work thirty-two (32) hours a week in performing the financial management tasks for FPD and will be functionally supervised by the FPD Executive Director. The Fiscal Manager will be given certain signatory authority by the FPD Executive Director. FPD will reimburse St. Tammany Parish Development District on a monthly basis for the salary, benefits, and other related costs of the assigned Fiscal Manager staff person as outlined in the budget. The Fiscal Manager will follow the personnel policies and receive the benefit package of St. Tammany Parish Development District. This calendar year, all cost remained stagnant with the exception of Health Insurance. That cost increased due to the health insurance policy selected by St. Tammany Economic Development. We reimburse 80% of the finance manager's cost of this policy.



317 N. Jefferson Ave., Room 213
Covington, Louisiana 70433
(985) 875-9275 fax (985) 875-9316
firstplanning@bellsouth.net

Serving Plaquemines, St. Bernard & St. Tammany Parishes

One Stop Operator Contract: \$60,000; Effective 7/1/2025 – 6/30/2026

The role of the One-Stop Operator is to coordinate the service delivery of core and mandated partners and other community partners working with the comprehensive and affiliate Tri-Parish Works Centers throughout the St. Bernard, St. Tammany, and Plaquemines Parish service area. 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, co-enrollment of participants. The overall goal is to ensure efficiency and effectiveness within the tri-parish area of the workforce development system.

Year One Deliverables:

1. Organize and facilitate, at a minimum, quarterly Partner meetings to be held in each of the three (3) parish areas
2. Organize and facilitate a minimum of three (3) partner cross-training staff events within year one
3. Formation of a Workforce Alignment Group whose purpose will be to promote workforce programs within the 3-parish area and facilitate capacity building within the local workforce system to strengthen the coordination of services through cross-agency training and service integration.
4. Develop an information sharing/newsletter for partner agencies a minimum of two (2) times a year
5. Increase quantity and quality of partnerships (no baselines are pre-defined – Year One will set baselines)

Policy Updates

After our last monitoring review, an area mentioned in the findings is that our Financial Management policy, 106-16, needed more definitive language surrounding cost allocation and what is considered an allowable and unallowable cost. This policy has been updated with the following cost matrix:

COST ITEMS MATRIX

THIS COST ITEMS MATRIX SHOULD ONLY BE USED AS A QUICK REFERENCE GUIDE.

The *Workforce Innovation and Opportunity Act* (WIOA), Title 2 *Code of Federal Regulations* (CFR) Part 200 (Uniform Guidance), and Title 2 CFR Part 2900 (Department of Labor [DOL] Exceptions), contain definitive guidance and final authority for determining whether or not a cost is allowable.

The matrix on the following pages identifies the cost items and different types of entities. When determining whether the cost of an item is allowable, users must also refer to the applicable sections of the Uniform Guidance, DOL Exceptions, and WIOA.

Failure to address a particular cost item is not intended to imply that it is allowable or unallowable. Rather, the determination of allowability in each case must be based on the treatment or principles provided for similar or related costs. In the case of a discrepancy between the Uniform Guidance and the provisions of a specific federal award administered by the pass-through entity, the federal award provisions govern. Note also that, in some instances, different cost items may be similarly named, and there may be some overlap between the various cost items.

When reviewing the matrix please use the following legend:

Legend Key	Legend Key Definition
A	Allowable
AP	Allowable with Prior Approval
AC	Allowable with Conditions
U	Unallowable
NS	Not Specified in the Uniform Guidance

If a cost item is denoted with two or more legend keys, users should delve further into the various information sources as they may provide the additional clarity that is needed. If this effort does not provide the necessary information, then subrecipients should contact the Louisiana Workforce Commission for clarity.

The "NS" legend key denotes that information may not be readily available. In this event, the subrecipient should work with the Louisiana Workforce Commission.

The "AP" legend key denotes that, in some instances, prior written approval will be required from the appropriate authority. In this event, one should adhere to the Uniform Guidance Section 200.407, and DOL Exceptions Section 2900.16.

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
1	Advertising and public relations	A/U	A/U	A/U	<u>200.421</u>	
2	Advisory councils	AC/U	AC/U	AC/U	<u>200.422</u>	
3	Alcoholic beverages	U	U	U	<u>200.423</u>	
4	Alumni/ae activities	U	NS	NS	<u>200.424</u>	
5	Audit services	AC/U	AC/U	AC/U	<u>200.425</u>	
6	Bad debts	U	U	U	<u>200.426</u>	
7	Bonding costs	A	A	A	<u>200.427</u>	
8	Collection of improper payments	A	A	A	<u>200.428</u>	
9	Commencement and convocation costs	AC/U	NS	NS	<u>200.429</u>	
10	Compensation personal services	A/U	A/U	A/U	<u>200.430</u>	
11	Compensation fringe benefits	A /U	A /U	A /U	<u>200.431</u>	
12	Conferences	A	A	A	<u>200.432</u>	
13	Contingency provisions	AC/U	AC/U	AC/U	<u>200.433</u>	2900.18
14	Contributions and donations	U	U	U	<u>200.434</u>	
15	Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringement	AC/U	AC/U	AC/U	<u>200.435</u>	
16	Depreciation	AC	AC	AC	<u>200.436</u>	

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
17	Employee health and welfare costs	A	A	A	<u>200.437</u>	
18	Entertainment costs	U/AP	U/AP	U/AP	<u>200.438</u>	
19	Equipment and other capital expenditures	AP/U	AP/U	AP/U	<u>200.439</u>	
20	Exchange rates	AP	AP	AP	<u>200.440</u>	
21	Fines, penalties, damages and other settlements	U/AP	U/AP	U/AP	<u>200.441</u>	
22	Fund raising and investment management costs	U/AP/A	U/AP/A	U/AP/A	<u>200.442</u>	
23	Gains and losses on disposition of depreciable assets	AC	AC	AC	<u>200.443</u>	
24	General cost of government	NS	NS	U/A	<u>200.444</u>	
25	Goods or services for personal use	U/AP	U/AP	U/AP	<u>200.445</u>	
26	Idle facilities and idle capacity	AC/U	AC/U	AC/U	<u>200.446</u>	
27	Insurance and indemnification	AC/U	AC/U	AC/U	<u>200.447</u>	
28	Intellectual property	A/U	A/U	A/U	<u>200.448</u>	
29	Interest	AC/U	AC/U	AC/U	<u>200.449</u>	
30	Lobbying	U	U	U	<u>200.450</u>	
31	Losses on other awards or contracts	U	U	U	<u>200.451</u>	
32	Maintenance and repair costs	A	A	A	<u>200.452</u>	
33	Material and supplies costs, including costs of computing devices	A	A	A	<u>200.453</u>	
34	Memberships, subscriptions, and professional activity costs	A/U	A/U	A/U	<u>200.454</u>	
35	Organization costs	U/AP	U/AP	U/AP	<u>200.455</u>	
36	Participant support costs	AP	AP	AP	<u>200.456</u>	

	Cost Item	Educational Institutions	Non-Profit Organizations	State, Local and Indian Tribal Governments	Uniform Guidance Section	DOL Exception Section
37	Plant and security costs	A	A	A	<u>200.457</u>	
38	Pre-award costs	AP	AP	AP	<u>200.458</u>	
39	Professional services costs	A	A	A	<u>200.459</u>	
40	Proposal costs	A	A	A	<u>200.460</u>	
41	Publication and printing costs	A	A	A	<u>200.461</u>	
42	Rearrangement and reconversion costs	A/AP	A/AP	A/AP	<u>200.462</u>	
43	Recruiting costs	A/U	A/U	A/U	<u>200.463</u>	
44	Relocations costs of employees	AC/U	AC/U	AC/U	<u>200.464</u>	
45	Rental costs of real property and equipment	AC/U	AC/U	AC/U	<u>200.465</u>	
46	Scholarships and student aid costs	AC	NS	NS	<u>200.466</u>	
47	Selling and marketing	U/AP	U/AP	U/AP	<u>200.467</u>	
48	Specialized service facilities	AC	AC	AC	<u>200.468</u>	
49	Student activity costs	U/AP	U/AP	U/AP	<u>200.469</u>	<u>2900.19</u>
50	Taxes	AC	AC	AC	<u>200.470</u>	
51	Termination costs	AC/U	AC/U	AC/U	<u>200.471</u>	
52	Training and education costs	A	A	A	<u>200.472</u>	
53	Transportation costs	A	A	A	<u>200.473</u>	
54	Travel costs	AC	AC	AP	<u>200.474</u>	
55	Trustees	A	A	NS	<u>200.475</u>	

Also, internal procedures have been updated to reflect the following:

1. Purchase Order procedure:

- a. **Requested by:** Usually the staff making or requesting the purchases signature. The requestor's signature is mandatory.
- b. **Authorized by:** In order to ensure mechanisms are in place to prevent unauthorized purchases and disbursements of funds, either the Director of Operations, Center manager

or another Administrator should review the purchase request and then provide a signature upon approval.

c. Receiving Goods or Services

- The goods or services must be received before submitting documents to the Administrative Office for payment. Upon receipt of goods or services, initial the invoice showing receipt of goods or services, scan or fax purchase order with invoice to AO, and put original in interoffice mail system.
2. Administrative Staff Payroll Procedure: There was a concern about how the Executive Director's timesheet and expenses/mileage were approved. The following process is now in place:
- a. The approval of the Executive Director's timesheet and associated expenses must adhere to the following steps:
 - i. The timesheet must be submitted to the Finance Manager for an initial review.
 - ii. The Finance Manager will then forward the timesheet and/or expense reimbursement document, via email, to the Board Chairperson, or in the absence of the Board Chairperson, it will be sent to the Board Vice Chairperson, for review and approval.
 - iii. After review, the approver will print, sign, and scan the timesheet or expense reimbursement request back to the Finance Manager for payroll/reimbursement processing or to have questions addressed ahead of approval.
3. Lastly, all forms have been updated to require a printed name along with signature. The monitors indicated in many instances they could not read who had signed the form/timesheet