

FIRST PLANNING DISTRICT CONSORTIUM

WORKFORCE DEVELOPMENT BOARD

September 6, 2022

Notice is hereby given that there will be an Executive Committee meeting of the First Planning District Workforce Development Board on **Wednesday, September 21, 2022 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. Updates and discussion regarding board membership
3. Review and discussion on board member term limits and potential adjustments to Bylaws
4. Review and Discussion on additional insurance needs such as D&O and Professional Umbrella policy
5. Updates and discussion on current initiatives
6. Review and discussion of upcoming board meeting agenda
7. Other Business
8. Review of action items

Alan V. Thriffiley, EA

Alan Thriffiley, Chairman

Serving Plaquemines, St. Bernard & St. Tammany Parishes

317 North Jefferson Avenue, Covington, Louisiana 70433 • 985-875-9275

www.triparishworks.net

An Equal Opportunity Employer

A proud partner of the **americanjobcenter**® network

Public Officials Management Liability:

Public officials' management liability insurance offers coverage similar to a directors & officers policy that is purchased for the protection of executives in private corporations. However, the difference is that unlike a D&O policy, which usually only covers individuals, a **public officials management liability policy covers both the officials and the public entity.**

What does it cover?

A public officials management liability policy provides coverage for **damages or defense costs from claims against elected or appointed officials, employees, and volunteers. Potential exposures can result from federal, state, and employment practice violations.** These exposures include, but are not limited to:

- Alleged errors & omissions
- Misstatements & misleading statements
- Negligence or breach of duty

The most common of claims made against public officials is for wrongful acts in the performance of duties to a public entity. Despite governmental immunities or torts, public officials can be held liable for their actions while carrying out their duties. All decisions made by public officials, regarding business and building permits, zoning, employment practices and many seemingly unimportant everyday activities carry the potential of a catastrophic lawsuit.

What public entities are typically covered?

Public entities consisting of a variety of types of government bodies including local governments, special districts, housing authorities, and transit authorities need this coverage. Local governments include: Cities, Towns, Townships, Boroughs, Villages, and Counties.

Special Districts or special/single-purpose government units can include: Water & sewer utilities, Irrigation districts, Hospital districts, Fire & EMS districts, **Commissions and special boards**, Parks & recreation departments.

Unique features of PGU's product:

- Claims made coverage
- Duty to Defend / Pay on Behalf
- Consent to settle clause with 50% co-insurance
- Third Party EPL coverage
- Defense costs in addition to limits
- Bi-Lateral ERP for 1, 2 and 3 years
- Punitive Damages not excluded (where allowable by law)
- Wrongful acts definition includes civil rights violations
- Employment Practices coverage included
- Separate limits for Public Officials Wrongful Acts and Employment Practices Wrongful Acts
- Personal Injury coverage included
- Coverage available for back pay / front pay and defense of employment practices claims seeking non-monetary relief
- Non-cancelable by carrier except for non-payment of premium

Public Officials Management & Employment Practices Liability

Proposed Insured: First Planning District Workforce Development Board

Terms	Limits	Retentions each claim including LAE	Premium
Public Officials Management	\$1,000,000	\$5,000	\$3,319.00
Employment Practices Liability	\$1,000,000	\$5,000	Included
Policy Aggregate	\$1,000,000		
Non-Monetary Coverage - Defense Only	\$50,000	\$5,000	Included
Non-Monetary Coverage - Defense Only Aggregate	\$100,000		
Crisis Management	\$25,000	\$5,000	Included
 Features/Enhancements			
Punitive Damages		See Retentions Above	Included
Personal Injury		See Retentions Above	Included
Third Party Wrongful Acts		See Retentions Above	Included
Back Pay / Front Pay		See Retentions Above	Included
Loss of Earnings		See Retentions Above	Included
 Premium, Fees and Taxes			
		Total Premium:	\$3,319.00
		Policy Fee :	\$195.00
 Comments:			
<p>By purchasing this coverage, you will have the opportunity to register for our PGU Employer Resource Center that provides unlimited, specific, documented, and confidential advice from employment law attorneys. It also provides on-line training courses, including sexual harassment prevention, available for both supervisors and employees. As well as, on-line tools; a state-specific employee handbook builder, forms, posters, news, and more.</p>			

Proposed Insured: First Planning District Workforce Development Board

SUBJECTIVITIES - WE MUST BE PROVIDED WITH THESE ITEMS BEFORE COVERAGE CAN BE BOUND:

Receipt of fully completed, signed and dated PGU new business application, a copy of which can be found at <http://www.pgul.com>. Application is due to our office within 10 business days of binding. Quote is subject to change pending our review of responses to all questions on our application.

Receipt of verification of retroactive date on current policy.

As your agency is responsible for the surplus lines filings, we require the name of licensee, agency name, address, and surplus lines license number prior to binding, as well as, a copy of the license.

Receipt of currently valued, company issued loss runs for the last 5 years. If unavailable, provide a statement on the entity's letterhead attesting to claims experience for the period. Quote is subject to change or withdrawal pending review.

Please confirm the Insured's annual revenues. This indication is released under the assumption they are \$1,600,000 or less.

Receipt of audited financial statements.

Deadly Weapon Protection Insurance is available through Professional Governmental Underwriters, Inc. Please contact your underwriter if you are interested in additional information about this new product.

Reminders:

A written request is required to bind coverage.

We will not cancel flat after inception date.

Backdating of coverage is not allowed.

Fees non-refundable.

See attached Coverage Features attachment for additional information.

Limits, retentions, terms and conditions quoted do not necessarily match those requested.

This proposal contains a brief outline of coverages to be included in any policy that may be issued in the future.

This is only a summary and the Terms and Conditions of any policy will take precedence over any proposal.

Minimum Earned Premium is the GREATER of \$1,500 or 25% of annual premium.

Applicable Forms: (Other forms may apply. Consult Underwriter for details.)

PGU POL 2000 08 19	Public Officials and Employment Practices Liability Declarations
IL MP 9104 0314 IHIC 03 14	In Witness
PGU 2002 04 17	Schedule of Policy Forms and Endorsements
PGU POL 2001 04 17	Public Officials and Employment Practices Liability Insurance Policy
PGU 1052 (POL) 04 17	Minimum Earned Premium Upon Cancellation
PGU 1133 01 22	US Professional Indemnity - Cyber Exclusion
XL-LASOP 11 10	Service of Process
PN CW 01 01 22	Notice to Policyholders - Fraud Notice
PN CW 02 01 19	Notice to Policyholders - Privacy Policy
PN CW 05 05 19	Notice to Policyholders - U.S. Treasury Department's Office of Foreign Assets Control ("OFAC")

LWC Comprehensive AJC Certification Matrix Scoring Criteria

The Louisiana Workforce Commission's American Job Center (AJC) Certification is intended to ensure that every comprehensive AJC is in compliance with key Workforce Innovation and Opportunity Act (WIOA) statutory and regulatory requirements. If an AJC does not meet one or more of the criteria, they will be considered "not yet able to certify." In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan (CAP) that outlines how they will bring the AJC into compliance.

Each Local Area must submit a fully completed and signed matrix and, if needed, a CAP for each deficient criteria to the Louisiana Workforce Commission, Office of Workforce Development for each comprehensive AJC by **December 31, 2022**.

Name of Local Area	LWDA 10 – First Planning District
Name of AJC	Tri-Parish Works
Address of AJC	520 Old Spanish Trail, Slidell, Louisiana 70458

AJC Scoring Criteria		
Implements the signed Memorandum of Understanding (MOU)	Yes	No
An MOU has been signed by all required AJC partners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The signed MOU expressly identifies the AJC as a comprehensive center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJC implements the MOU specifications applicable to comprehensive centers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Implements the Local Board with defined roles and responsibilities for both the AJC Operator and Career Services Provider	Yes	No
AJC Operator selected in compliance with Competitive Selection Requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roles and responsibilities of AJC Operator are clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Career Services are provided by the American Job Center. If no, were your career services competitively procured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roles and responsibilities of the Career Services Provider within the AJC are clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Meets all regulatory requirements to be a comprehensive AJC as per WIOA Joint Final Rule 20 CFR § 678.305	Yes	No
AJC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 20 CFR 678.430	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides access to training services for adult and dislocated workers identified in WIOA Joint Final Rule Section 20 CFR § 680.200	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides access to employment and training activities carried out under WIOA Section 134(d).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides access to programs, services, and activities of all required AJC partners by having partner staff physically co-located at the AJC, having a staff person at the AJC who has been cross-trained to provide information about partner programs, or having direct linkage through technology to staff who can provide meaningful information or services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides workforce and labor market information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC provides customers with access to programs, services, and activities during regular business hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJC meets or exceeds the branding and common identifiers requirements outlined in TEGL 36-11 and subsequent policies issued by LWC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensures Equal Opportunity for Individuals With Disabilities	Yes	No
<p>The AJC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and 29 CFR Part 38. Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> • Providing reasonable accommodations for individuals with disabilities • Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities • Administering programs in the most integrated setting appropriate • Communicating with persons with disabilities as effectively as with others • Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity • Providing for the physical accessibility of the AJC to individuals with disabilities 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Yes	No
The comprehensive one-stop meets all Criteria for AJC Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Local Board Chair must attest to the Local Board's certification decision by signing below.

<hr/>
Signature/Date Alan Thriffiley, Chairman First Planning District Workforce Development Board LWDA 10

Concurrence by Chief Elected Official:

<hr/>
Signature/Date Michael Cooper, President St. Tammany Parish Government