

FIRST PLANNING DISTRICT

WORKFORCE DEVELOPMENT BOARD

May 10, 2024

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, May 22nd, 2024 at 8:30 a.m.** This meeting will be held at the Towers Building 520 Old Spanish Trail, Slidell, LA, 5th Floor Council Chambers.

AGENDA

- 1. Call to order.....Alan Thriffiley, Chairman
- 2. Welcome and Introduction of new Board members.....Alan Thriffiley
- 3. Invocation.....Suzanne Torregano
- 4. Comments from the Chairman.....Alan Thriffiley (5 minutes)
- 5. Approval of February 21, 2024 meeting minutesAlan Thriffiley
- 6. Introduction and Swearing in of New Members.....Alan Thriffiley (5 minutes)
- 7. Review of Financial ReportsSuzanne Torregano (5 minutes)
(Questions only)
- 8. Review and Approval of Budget Revision (action item).....Suzanne Torregano (5 minutes)
- 9. Review and Approval of policy revisions (action item).....Suzanne Torregano (5 minutes)
- 10. Review and approval of contract renewals (action item) Suzanne Torregano (5 minutes)
- 11. Discussion on Board member replacements including Chairman position.....Alan Thriffiley (5 minutes)
- 12. Strategic Discussion “In order for us to remain ahead of the game over the next four years, what components should be included in our strategic focus?” Staff and Bd members (15 minutes)
- 13. Updates from One-Stop OperatorBryan Moore (10 minutes)
- 14. Updates and discussion on current initiatives.....Dave Maziarz (10 minutes)
- 15. Other Business
- 16. Review of action items
- 17. Public Comment Period

Alan V. Thriffiley, EA

Alan Thriffiley, Chairman

Serving Plaquemines, St. Bernard & St. Tammany Parishes

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FIRST PLANNING DISTRICT WDB MEETING MINUTES

February 21, 2024 – 8:30 a.m.

MEETING INFORMATION

Location	This meeting was held in person at Nunez Community College, Fine Arts Building, 3710 Paris Road, Chalmette, La.		
Attendees	Chairman Alan Thriffiley	Mr. Chris Abadie	Mr. Keith Espadron, Jr.
	Mr. Ross Gares	Mr. Bill Henley	Mr. David Kaufmann, Jr.
	Mrs. Adriana Kriesen	Mrs. Rachel Mackey	Mrs. Elizabeth Maillian
	Mrs. Mindy Nunez Airhart	Mr. Jerry Repka III	
	Mr. Bryan Moore	Mrs. Melissa Kirsch	Mrs. Suzanne Torregano
	Mr. Dave Maziarz	Ms. Stacie Chitwood	

1. CALL TO ORDER

The meeting was called to order at 8:37 a.m. by Chairman Alan Thriffiley and a quorum was declared.

2. WELCOME AND INTRODUCTIONS

Chairman Alan Thriffiley thanked everyone for being in attendance.

3. INVOCATION

Mrs. Suzanne Torregano gave the invocation.

4. COMMENTS FROM THE CHAIRMAN

Chairman Alan Thriffiley continued with speaking on the new administration changes within the parishes because of recent elections. He shared that he attended Washington Parish Mardi Gras, and invited Mrs. Mindy Nunez-Airhart to share her experiences. She stated that it is a unique experience and is one of the best opportunities for networking in the state. It's a blend of business, politics, and social events. Chairman Thriffiley continued by sharing a keynote address with GNO, Inc. and a White House Cabinet member responsible for the budgetary office. This event covered in depth discussion regarding flood insurance concerns.

5. INTRODUCTION OF NEW EXECUTIVE DIRECTOR

Chairman Thriffiley mentioned that he received a lot of feedback from staff, Mrs. Melissa Kirsch, and Mr. Dave Maziarz that the onboarding of the new Executive Director, Suzanne Torregano, is proceeding above expectations, and thanked both Mr. Maziarz and Mrs. Torregano for their efforts. Mrs. Torregano thanked the board for the opportunity and has already met with half of the existing board members to date. She has found the experience insightful and is learning more about each member's individual industries. She reaffirmed her passion for assisting families and children in vulnerable positions and helping both build needed skills. Mrs. Torregano continued that her mind keeps going on how we as a collective group can make our communities understand what we do. She has goals to bring additional grants and expanding our capabilities.

6. APPROVAL OF DECEMBER 13, 2023 MEETING MINUTES (ACTION ITEM)

Chairman Thriffiley presented the minutes from the December 13, 2023, board meeting, and reviewed the action items. A motion for approval was made by Mr. Chris Abadie and seconded by Mr. Keith Espadron. The minutes were approved by a unanimous vote with no objections or abstentions.

7. REVIEW OF EXPENDITURE AND OPERATION REPORT THROUGH DECEMBER 2023 (QUESTIONS ONLY)

Mrs. Kirsch was recognized to address the board to discuss an overview of our expenditures and performance of our current program year from July 1, 2023, to January 31, 2024. The first report is the expenditure report, and Mr. Kirsch began by pointing out that our current amount expended in overhead costs is 46.54% to budget at \$ 520,502 spent. This will not be spent fully because of the loss of staff. Next the Training & Support for Clients has expended 46.34% to budget with 56.10% including future obligations. Mrs. Kirsch mentioned that we may have to pick up spending a little bit, but we still have summer programs ahead of us. The IDA grant is still included as we had the month of July to complete this spending.

The Budget Report shows more detail in each category. Mrs. Kirsch called attention to the breakdown located at the bottom of this report and explained that this is the categorical breakdown of the Training and Support for Participants line item. This breakdown shows that currently we have spent \$ 531, 283 in OJT, combined classroom training, youth

services, and business services.

The final report is Fund Utilization Report which shows a clear breakdown of monies provided between fiscal, program, first, and second year. All money is first in first out and all spending must be monitored closely to ensure no recapture is available to return to the state. Chairman Thriffiley offered the opportunity for new board members to reach out to him with any questions or explanations on the flow of our funding, and reminded new board members that understanding these reports was the hardest part of their roles.

8. DISCUSSION OF BOARD MEMBER REPLACEMENTS, INCLUDING CHAIRMAN POSITION

Chairman Thriffiley opened this topic with reminding the board that the chairman position needs to be filled soon and asked anyone interested to speak up or to share their interest with him. He reminded members that this position needs to be held by someone from the private sector and urged that conversations on possible replacements begin to make sure the new chairperson has a solid understanding of the organization and requirements. Chairman Thriffiley shared that he devotes approximately 4-8 hours per month to conversations with Melissa and other activities needed. Other than meetings, it is quick conversations with Mrs. Kirsch to keep communication and information in sync. Chairman Thriffiley concluded this topic with reminding all board members that they should always be on the lookout for their replacement while serving.

9. STRATEGIC DISCUSSION FOR DEVELOPMENT OF NEW 4 YEAR PLAN

Chairman Thriffiley opened this agenda item with urging open communication and feedback from all board members. Mrs. Kirsch explained that there are certain areas that we need input and guidance from the board; and we are also in the process of getting input from our partner agencies and staff. To begin, Mrs. Kirsch reviewed some of the accomplishments from goals listed in our last strategic plan:

Local Plan Goal #1: Increase Business Engagement

- Partnered with Economic Development to cross-train business service staff to more effectively and efficiently provide our-each to businesses.
- Partnered with community colleges to provide much needed customized training for employers experiencing shortages due to COVID pandemic.
- Reinvigorated On-The-Job training post Covid.

Local Plan Goal #2: Increase and Expand Partnership Development

- Initiated on-site Adult Education classes at Slidell Center through partnership with NTCC.
- Leveraged nearly \$150,000 in cash contributions for summer youth programs from partner agencies.
- Serviced local public and non-profit entities through Disaster Grant temporary workers.
- Supported multiple career expos and job fairs in coordination with our local chambers and k-12 systems across all three parishes.

Local Plan Goal #3: Provide Quality & Effective Center Services

- Adopted more advanced technology and the ability to serve customers in new and broader ways, including virtual provision of services, on-line applications, e-signatures, and document uploading capabilities, on-line job readiness program to keep youth engaged.
- Revamped TPW website to increase transparency, exposure, and usage.
- Provided career and employment assistance to 23,000+ citizens during peak of pandemic.
- Met and exceeded federal performance metrics including the overall national rankings.

Mrs. Kirsch included that some of the continued challenges include the slow return of citizens to return to in-person activities post-pandemic.

Mr. Maziarz introduced a presentation of compiled data from all areas, industries, and labor force within our three-parish area. Listed below are specific factors discussed and focused on during this slide show review of job report metrics and charts.

- The participation rate includes those who can work and are looking for work.
- Within our three parishes, the population grew by 15,426 and is projected to grow by 17,773 over the next 5 years.
- Jobs grew by 6,240 and are projected to grow by 8,432 over the next 5 years.
- Regional average earnings per job are \$68.2k, which is \$14.3k below the national average earnings of \$82.5k per job.
- We identified our top three industries in 2023, based on jobs, in education and hospitals, restaurants and other eating places, and local government, excluding education and hospitals.
- Characteristics of our population include being behind the national trend in millennials, above the national trend in retirees, and behind the national average in racial diversity.
- St. Bernard had the best participation rate but also the highest unemployment rate.
- We are on track to serve over 11,000 as compared to 9,861 last year.
- 3,609 moved from Jefferson Parish to First Planning District, and 1,463 left for Orleans Parish. Over 3,128 residents were gained in our area. Statewide is opposite with over 25,642 residents leaving (mostly to TX).

Mrs. Suzanne Torregano then continued the conversation by sharing a list of 5 key questions in hopes of generating discussion and ideas of how our board can move forward.

#1: How is the external world changing in ways that are not reflected in our board conversations or strategic focus areas? What do you believe are the key forces helping to shape tomorrow's business environment?

- Mr. Bill Henley shared that he would like to focus on those in our community that are looking for a job. We should also focus on students who are close to finishing their training but have not hit the job market yet. In many instances, the participants we work with may not be as committed as those actively seeking employment. We should be careful of primarily focusing energy on convincing people to get out of the situations of their choosing. He also suggested that the board stretch our thoughts beyond our current funding. What would we do if we had \$5 million to spend? 10 million? 15 million? Our focus should be on getting dollars to partners that require them to work with our board.
- Mr. Ellis Borque supported this idea by emphasizing that if we are going to train people, we need to train people who actually want to be students.
- Mrs. Rachel Mackey added that we should not focus too much on participation rate but rather working age individuals, because the participation rate includes retired, disabled, etc.
- Mr. Kelth Espadron mentioned that young people are leaving to go to Texas for money and for jobs. Number one job currently is cashier, especially in rural areas. We need more higher wage jobs. He also mentioned that in his opinion, participation rate does matter, but it is not an "if" or "but", but rather an "and". Texas has more affordable housing. Building affordable housing in St. Tammany is impossible because of politics. Workforce housing in St. Tammany does not exist. We need more apartments, townhomes, etc. From a policy perspective, he suggests the board get more effective in lobbying for change on that side.
- Mr. Chris Abadie continued by sharing that 70% of our taxes are paid by our residents and not business. We need to shift the paradigm the other way for business to be at 70%. Also, all the data we are looking at is historical. We should be looking forward to statistics.

#2: What is going on in your industries that would be beneficial for us to know?

- Chairman Thriffley shared that there is a paradigm shift in community colleges with dual enrollment. Which of these programs is working. The schoolboard and the community colleges are paying for their training and are emphasizing those programs to look towards a career pathway.
- Mr. Espadron continues with requesting a deep dive information pull and target our funding and effort on those key areas. Double down on community colleges as they are our biggest assets.
- Mr. Chris Abadie shared his support by stating his happiness in the flexibility of community colleges.
- Mr. Henley shared that an interesting theme to discuss is to focus on the cream of the crop. In his industry, software developers work from home just as well as they do from the office. Customers have even become more comfortable with it now. Instead of sitting in Louisiana, making Louisiana wages, they are sitting in Louisiana making San Diego wages. There is potential for Louisiana to make an environment for IT

professionals to increase in Louisiana, and that our state is set up ideally to develop this talent.

Mrs. Torregano requested that the board send in email responses to the remaining questions.

#3: In your opinion, what are additional partnership opportunities that we should be looking for?

#4: What suggestions could you have to help inform how we might do things differently?

#5: What are we missing?

10. OTHER BUSINESS

Mr. Dave Maziarz highlighted the three success stories shared, and highlighted the national recognition received from AARP with a video campaign.

11. REVIEW OF ACTION ITEMS

Chairman Thriffiley opened the floor to any questions involving the review of action items listed in the previous meeting's minutes. None were recorded. Chairman Thriffiley recalled the two action items stated in this meeting:

1. All board members need to complete the State Ethics training.
2. The "Football" needs to be updated and brought to all meetings going forward.
3. Mrs. Melissa Kirsch will send out the Legislative Auditor slide to all members.

Action Items for next meeting include:

1. Mr. Dave Maziarz will share a breakdown of demographics mentioned in his presentation including gender and categories of those not in the labor force.
2. Mrs. Melissa Kirsch will share the policy updates needing approval at the upcoming meeting.
3. Financial disclosures need to be submitted before May 15th.

No further questions or comments were offered.

12. PUBLIC COMMENT PERIOD

Chairman Thriffiley opened the floor to any questions and public comment. No further comments were shared, and the meeting was adjourned at 10:40 am.

FPD WDB EXPENDITURES TO BUDGET REPORT
through APRIL 30, 2024

Budget Line Items	ANNUAL BUDGET JULY 2023 - JUNE 2024	EXPENDITURES THROUGH 04/30/2024	% 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	654,931.27	67.37%	317,272.73	0.00	317,272.73	67.37%	0.00
Operating Costs	146,100.00	92,327.59	62.99%	54,072.41	9,000.00	45,072.41	69.15%	0.00
OVERHEAD SUBTOTAL	1,118,304.00	746,958.86	66.79%	371,345.14	9,000.00	362,345.14	67.60%	
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	94,222.77	36.81%	161,767.23	11,800.09	149,967.14	41.42%	60,977.00
St. Tammany	690,246.00	439,188.06	63.63%	251,057.94	96,494.37	154,563.57	77.61%	176,275.00
Tri Parish		2,015.00						
TRAINING/SUPPORT SUBTOTAL	1,075,487.00	568,420.70	52.85%	509,081.30	108,294.46	400,786.84	62.92%	251,409.00
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	1,349,378.96	60.57%	880,426.04	117,294.46	763,131.58	65.84%	251,409.00
Admintraton Office								
Staff Salaries/Fringe (inc AARP & IDA)	155,006.00	136,442.62	88.02%	18,563.38	16,795.44	1,767.94		125,000.00
Operating Costs	43,400.00	21,723.54	50.05%	21,676.46	0.00	21,676.46		14,441.00
ADMIN SUB TOTAL	198,406.00	158,166.16	79.72%	40,239.84	16,795.44	23,444.40	88.18%	139,441.00
GRAND TOTALS	2,426,196.00	1,507,545.12	62.14%	920,665.88	134,089.90	786,575.98	67.66%	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 APRIL 2024		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe	972,204.00	79,013.00	656,007.87	77,245.95	316,196.13	77,760.05
One Stop Operator	54,000.00		45,000.00		9,000.00	0.00
Salaries Contract - Finance Dir		75,993.00		59,196.67	0.00	16,796.33
Travel/Mileage	12,000.00	2,000.00	6,951.56	612.61	5,048.44	1,387.39
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		5,538.74	0.00	961.26
Supplies	7,000.00	4,000.00	3,543.96	574.67	3,456.04	3,425.33
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	15,372.49	2,627.51	4,627.51	372.49
Repairs/Maintenance	1,200.00	1,000.00	251.76	84.00	948.24	916.00
Telephone/Internet	11,000.00	2,500.00	9,273.15	1,914.63	1,726.85	585.37
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	38.40	9.60	461.60	1,790.40
Outreach	7,500.00	0.00	2,116.88	29.99	5,383.12	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	852.00	1,199.00	648.00	2,601.00
Auto (Gas/Maint/Insurance)	10,500.00	7,000.00	4,995.99	2,641.30	5,504.01	4,358.70
Workforce Board Expenses		0.00		333.64	0.00	333.64
Training & Support Participants*	1,075,487.00		568,420.70		507,066.30	0.00
Disaster - IDA (inc PROG Salaries)**	33,999.00		33,999.40		-0.40	0.00
AARP - PROGRAM SPECIFIC			4,304.42		-4,304.42	0.00
CDBG - PROGRAM SPECIFIC			52.43			0.00
Misc. Program Income						
SUBTOTAL	2,227,790.00	198,406.00	1,354,814.41	158,166.16	873,028.02	116,232.84

*Training and Support Breakdown

OJT	75,707.20		
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	293,225.01		
WORK EXP	101,971.97	**Total IDA	Salaries
DDWG TEMP JOBS	32,922.80	33999.40	1076.60
SUPPORT	97,516.52		32922.80
SUPPORT - DDWG	0.00		
	601,343.50		

FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD

FUND UTILIZATION REPORT

Month ending APRIL 2024

	Admin	Program	Total Allocation	Expended 30-Apr-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%		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%	
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%	22,589.31	12.34%	
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 OTHER RECAP	0.00	97,800.00	97,800.00	35,197.66	62,602.34	35.99%	62,602.34	34.00%	0.00
	107,600.00	1,266,200.00	1,373,800.00	873,726.25	500,073.75	69.00%	85,191.65	69.80%	0.00
Dislocated Worker									
PY22 expires 6/24	13,943.00	125,484.00	139,427.00	139,427.00	0.00	100.00%		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			31,926.61	17,599.39	64.46%		10.81%	17,599.39
PY23 expires 6/25		119,767.00	133,075.00	119,767.00	0.00	100.00%	5,287.73	104.42%	
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 OTHER RECAP	0.00	73,500.00	73,500.00	51,559.88	21,940.12	70.15%	21,940.12	100.00%	0.00
	119,487.00	948,822.00	1,068,303.00	615,833.89	452,469.11	64.91%	27,227.85	60.19%	17,599.39
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		434,494.45	9,118.55	97.94%	7,878.31	89.75%	1,240.24
PY23 expires 6/25	54,782.00		547,821.00		54,782.00	0.00%		0.00%	
PY23 expires 6/25		493,039.00			493,039.00	0.00%		0.00%	
STATE OTHER RECAP	0.00	28,700.00	28,700.00	2,578.35	26,121.65	8.98%	26,121.65	100.00%	0.00
	104,072.00	965,352.00	1,069,424.00	486,362.80	583,061.20	45.48%	33,999.96	48.66%	1,240.24
Grand Total	331,153.00	3,180,374.00	3,511,527.00	1,975,922.94	1,535,604.06	56.27%	146,419.46	60.44%	18,839.63
DDWG - Hurr Ida	29,279.00	350,721.00	380,000.00	380,000.00	0.00	100.00%	N/A	N/A	

Workforce Board Meeting Packet

May 22, 2024

Agenda Item #8

Review & Approval of Budget Revision

1. Adds additional grant funds including:
 - \$84,950 new AARP contract effective Jan. 1st, 2024
 - \$50,000 Community Development Block Grant award for summer youth Career Exploration Academy
 - \$20,000 Community Services Block Grant award for summer youth activities
 - \$200,000 additional State funds from LWC for Adult and Dislocated Worker activities to be spent by June 30, 2024

2. Adjustment of a few line items with a negative balance

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 PRO	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	80,000	1,196,572.00
One Stop Operator	54,000				54,000	0		0	54,000.00
Salaries Contract - Finance Dir		75,993			0	75,993		46,000	121,993.00
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
					0	0			0.00
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
					0	0			0.00
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
					0	0			0.00
Misc. Program Income					0	0			0.00
					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

Workforce Board Meeting Packet

May 22, 2024

Agenda Item #9

Review & Approval of Policy Revisions

1. Financial Management Systems Policy
 - Based on previous monitoring findings, added a section that covers the “Recapture of Improper Payments”
2. Procurement Policy
 - Revising purchase limits for all procurement categories to provide more flexibility.
 - Limits have not been updated in 20+ years
 - Revised amounts are still lower than State and St. Bernard Parish Government allowances

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, facsimile or electronic 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, facsimile or electronic 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.**)

Workforce Board Meeting Packet

May 22, 2024

Agenda Item #10

Review & Approval of Contract Renewals

1. Job's For America's Graduates Agreement with NICC - \$5,800
2. Summer Youth Career Exploration Academy - \$15,020
3. CEA with St. Tammany Corp for Fiscal Manager position - \$73,009
4. One-Stop Operator Agreement with Bryan Moore – 54,000



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

NTCC (Summer Career Exploration Academy): \$15020: Effective 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 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 13th through June 27th, 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.

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

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, 2024

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

**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.

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

**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

FIRST PLANNING DISTRICT

WORKFORCE DEVELOPMENT BOARD

**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	E		

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