

## **FIRST PLANNING DISTRICT CONSORTIUM**

## **WORKFORCE DEVELOPMENT BOARD**

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March 10, 2021

Notice is hereby given that there will be an Executive Committee meeting of the First Planning District Workforce Development Board on Wednesday, March 17<sup>th</sup>, 2021 at 8:30 a.m. This meeting will be held virtually via Zoom due to the COVID-19 crisis. Use the following link to participate in the meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/86276500604?pwd=Qnc5dXFyUFBiQ1JpUG1la1NQV0JpZz09>

Meeting ID: 862 7650 0604

Passcode: 978788

### AGENDA

1. Review and discussion of Expenditure and FUR Reports through January 2021
2. Update and discussion on issues with Disaster Dislocated Worker Grant
3. Update on new hire for the Director of Planning & Operations
4. Update and discussion on current initiatives
5. Other Business

*Alan Thriffiley*

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Alan Thriffiley, Chairman

**Serving Plaquemines, St. Bernard & St. Tammany Parishes**

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## CERTIFICATION OF INABILITY TO CONDUCT ESSENTIAL BOARD FUNCTIONS DUE TO COVID-19 HEALTH EMERGENCY

In accordance with Executive Proclamation JBE 2020-59, issued by Governor John Bel Edwards on May 14, 2020, the First Planning District Workforce Development Board (FPD WDB ) is providing for attendance at essential meetings via teleconference or video conference as allowed during the pendency of the COVID-19 health emergency. Pursuant to JBE 2020-59, the FPD WDB will provide attendance for the Executive Committee meeting on Wednesday, March 17th, 2021 at 8:30 a.m. via Zoom and livestream in a manner that allows for observation and input by members of the public, as set forth in this Notice posted on January 10th, 2021. The FPD WDB would otherwise not be able to conduct essential business.

### Join Zoom Meeting

<https://us02web.zoom.us/j/86276500604?pwd=Qnc5dXFyUFBiQ1JpUG1la1NQV0JpZz09>

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One tap mobile

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+16465588656,,86276500604#,,,,\*978788# US (New York)

### Dial by your location

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+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

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**FIRST PLANNING DISTRICT**  
**WORKFORCE DEVELOPMENT BOARD**  
**Executive Committee Meeting**

Date 3/17/21

Location via Zoom due to pandemic

Sign-in Sheet

Signature

	Signature
1 ALAN THRIFFILEY	<i>Alan Thriffiley</i>
2 MIKE STEDEM	<i>Mike Stedem</i>
3 STEVE PRICE	<i>Steve Price</i>
4 JERRY REPKA	<i>Jerry Repka</i>
5 STEPHANIE DUPEPE	<i>Stephanie Dupepe</i>
6 MELISSA KIRSCH	<i>Melissa Kirsch</i>
7 JENNIFER BARNETT	<i>Jennifer Barnett</i>
8	
9	
10	

WEDNESDAY, MARCH 17, 2021 – MINUTES OF THE MEETING OF THE FIRST PLANNING DISTRICT WDB EXECUTIVE COMMITTEE, HELD AT 8:30am, VIA Zoom meeting platform. This meeting was held virtually due to the COVID 19 crisis.

In attendance: Alan Thriffley, Mike Stedem, Steve Price, Stephanie Dupepe, Jerry Repka, Jennifer Barnett and Melissa Kirsch.

The meeting was called to order at 8:30am.

1. Chairman Thriffley called the meeting to order and asked Ms. Kirsch to report out on the expenditures and Fund Utilization reports through January 2021. Ms. Kirsch reviewed the documents and indicated that spending of formula dollars was going very well although Plaquemines and St. Bernard were somewhat behind in participant spending. She also indicated that the Centers were on track to spend old Youth funds that would be at-risk of recapture, however, there was still a lot of work to be done in getting caught up on youth spending overall. Covid certainly caused a significant slow-down in the planned youth activities. She also gave a brief update on the progress of expenditures under the Disaster grant.
2. The next item on the agenda was an update and discussion on issues pertaining to the Disaster Dislocated Worker Grant. Ms. Kirsch explained to the members certain challenges related to having the temporary jobs participants as employees of the First Planning District. Because we are an extension of the St. Bernard Parish Government, these individuals may be able to file unemployment claims against the parish and FPD would not be allowed to cover those costs after the grant ends. Discussion ensued. Ms. Kirsch also stated that LWC had contracted with a third party (CSRS) to serve as the employer of record so that local boards would not have this issue. The local area could enter into an MOU with CSRS, thereby allowing us to utilize them as the employer of record and remove liability from St. Bernard Parish Government. After further discussion, the Executive Committee felt it was the only option to pursue and asked Ms. Kirsch to invite a CSRS representative to give a brief presentation to the full board.
3. At this time, Ms. Kirsch gave an update on the process for hiring a Director of Planning and Operations. She stated that she did interview three good candidates, one of which was Ms. Barnett, the current One-Stop Operator. Chairman Thriffley conducted second interviews with all three candidates and the position was offered and accepted by Ms. Barnett. Ms. Kirsch indicated that she would put a plan together to share with the Executive Committee at the next meeting outlining the transition of Ms. Barnett to her new position. Chairman Thriffley also reminded Ms. Kirsch that the salary range for this position would have to go before the Board for approval.

4. Ms. Kirsch gave the following updates:
  - Center leadership was in the process of making decisions on the reopening of the Centers to the general public, but they should be fully opened within the next four to six weeks
  - Discussions were underway in both St. Tammany and St. Bernard regarding possible summer youth programs.
  - The Community Development Committee was researching a new virtual referral platform (Unite Louisiana) that may provide great benefits in ensuring increased partnership engagement across agencies
  - Invited LCTCS to give a presentation at the upcoming Board meeting regarding their “Reboot Your Career” initiative. The Tri-Parish Works Centers are working closely with this project to leverage WIOA resources to ensure successful outcomes
  
5. Under Other Business, Ms. Kirsch reminded the members of the Personal Financial Disclosures being due to the Ethics Commission no later than May 15<sup>th</sup>. She intended to remind all board members at the upcoming meeting as well as sending out email reminders.

Chairman Thriffiley commented on how he continues to be impressed with our local leadership and staff and feels they are extremely dedicated and knowledgeable.

There being no further business, the meeting was adjourned at 9:50am.



**FPD WDB EXPENDITURES TO BUDGET REPORT**

**Through JAN 31, 2021**

Budget Line Items	ANNUAL BUDGET July 2020 – June 2021	EXPENDITURES THROUGH 1/31/2021	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% w/ OBS	RESERVE FOR FUTURE YEAR 7/21 – 6/22
<b>Tri-Parish Centers - Program</b>								
Staff Salaries/Fringe	849,201	435,103	51.24%	414,098	0	414,098	51.24%	231,000
Operating Costs	264,359	100,994	38.20%	163,365	84,993	78,372	70.35%	42,100
<b>Training &amp; Support for Clients</b>								
Plaquemines	201,306	9,186	4.56%	192,120	24,973	167,147	16.97%	89,000
St. Bernard	416,837	66,081	15.85%	350,756	16,258	334,498	19.75%	165,000
St. Tammany	912,821	625,965	68.57%	286,856	331,389	-44,533	104.88%	216,755
St. Tammany Corp CEA	15,000	8,750	58.33%	6,250	6,250	0	100.00%	1,250
Other Misc. Program Inc.	5,150	5,150		0	0	0		0
<b>Dislocated Worker Disaster Grant – Temporary Jobs</b>								
Plaquemines	100,044	0	0	100,044	0	100,044	0.00%	0
St. Bernard	873,937	88,574	10.14%	785,363	0	785,363	10.14%	0
St. Tammany	855,705	40,428	4.72%	815,277	0	815,277	4.72%	0
<b>Tri-Parish Sub Total</b>	<b>4,494,360</b>	<b>1,380,231</b>	<b>30.71%</b>	<b>3,114,129</b>	<b>463,863</b>	<b>2,650,266</b>	<b>10%</b>	<b>745,105</b>
<b>Administration Office</b>								
Staff Salaries/Fringe	273,079	144,823	53.03%	128,256	0	128,256		262,879
Operating Costs	40,255	11,108	27.59%	29,147	0	29,147		38,099
<b>Admin Sub Total</b>	<b>313,334</b>	<b>155,931</b>	<b>49.77%</b>	<b>157,403</b>	<b>0</b>	<b>157,403</b>	<b>49.77%</b>	<b>300,978</b>
<b>GRAND TOTALS</b>	<b>4,807,694</b>	<b>1,536,162</b>	<b>31.95%</b>	<b>3,271,532</b>	<b>463,863</b>	<b>2,807,669</b>	<b>41.60%</b>	<b>1,046,083</b>



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

Month ending JAN 31, 2021

	Admin	Program	Total Allocation	Expended thru 1-31-21	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/21
<b>Adult</b>									
*PY19 expires 6/21	10,198.00	91,791.00	101,989.00	101,989.00	0.00	100%			0
**FY 20 expires 6/21	54,371.00	489,342.00	543,713.00	530,613.00	13,100.00	98%	13,100.00	100%	0
***PY20 expires 6/22	11,556.00	104,003.00	115,559.00	0.00	115,559.00	0%	115,559.00	100%	
****FY21 expires 6/22	57,664.00	518,979.00	576,643.00	0.00	576,643.00	0%	18,705.00	3%	
	133,789.00	1,204,115.00	1,337,904.00	632,602.00	705,302.00	47%			
<b>Youth</b>									
*PY19 expires 6/21	61,253.00	551,281.00	612,534.00	412,399.00	200,135.00	67%	177,254.00	96%	22,881
***PY20 expires 6/22	66,805.00	601,241.00	668,046.00	0.00	668,046.00	0%		0%	
	128,058.00	1,152,522.00	1,280,580.00	412,399.00	868,181.00	32%			
<b>Disl Wk</b>									
*PY19 expires 6/21	15,923.00	143,310.00	159,233.00	159,233.00	0.00	100%		100%	0
**FY20 expires 6/21	67,502.00	607,522.00	675,024.00	642,218.00	32,806.00	95%	32,806.00	100%	0
***PY20 expires 6/22	16,130.00	145,172.00	161,302.00	0.00	161,302.00	0%	100,189.00	62%	
****FY21 expires 6/22	64,557.00	581,010.00	645,567.00	0.00	645,567.00	0%		0%	
	164,112.00	1,477,014.00	1,641,126.00	801,451.00	839,675.00	49%			
*****DWG expires 3/22	203,298.00	1,829,686.00	2,032,984.00	131,795.00	1,901,189.00	6%		6%	
<b>Grand Total</b>	<b>629,257.00</b>	<b>5,663,337.00</b>	<b>6,292,594.00</b>	<b>1,978,247.00</b>	<b>4,314,347.00</b>		<b>457,613.00</b>		<b>22,881.00</b>

\*PY19 - Program Year 2019 - Funds available July 1, 2019, expires on June 30, 2021  
 \*\*FY20 - Fiscal Year 2020 - Funds available October 1, 2019, expires on June 30, 2021  
 \*\*\*PY20 - Program Year 2020 - Funds available July 1, 2020, expires on June 30, 2022  
 \*\*\*\*FY 21 - Fiscal Year 2021 - Funds available October 1, 2020, expires on June 30, 2022  
 \*\*\*\*\* DWG - Dislocated Worker Emergency Grant - Funds available July 1, 2020, expires on March 31, 2022