

FIRST PLANNING DISTRICT CONSORTIUM

WORKFORCE DEVELOPMENT BOARD

January 13, 2021

Notice is hereby given that there will be an Executive Committee meeting of the First Planning District Workforce Development Board on Wednesday, January 20th, 2020 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/81443262517?pwd=OUQwcmNTVXBKM1g5L2lPNjZjZStwdz09>

Meeting ID: 814 4326 2517

Passcode: 017552

AGENDA

1. Review and discussion of Expenditure and FUR Reports through December 2020
2. Review and discussion on changes and additions to Workforce Board membership
 - LWC Board Recertification – actions required
 - Debbie Green retirement from St. Tammany Federation of Teachers
 - John Zollinger resignation from Board due to work promotion
3. Review and discussion on new hire for the Director of Planning & Operations
4. Discussion and final recommendation on procurement for One-Stop Operator
5. Updates and discussion on current initiatives
6. Other Business

Alan Thriffiley

Alan Thriffiley, Chairman

Serving Plaquemines, St. Bernard & St. Tammany Parishes

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

www.triparishworks.net

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

FPD WDB EXPENDITURES TO BUDGET REPORT

Through DEC 31, 2020

Budget Line Items	ANNUAL BUDGET July 2020 – June 2021	EXPENDITURES THROUGH 12/31/2020	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% w/ OBS	RESERVE FOR FUTURE YEAR 7/21 – 6/22
Tri-Parish Centers - Program								
Staff Salaries/Fringe	849,201	374,486	44.10%	474,715	0	474,715	44.10%	231,000
Operating Costs	264,359	89,943	34.02%	174,416	106,261	68,155	74.22%	42,100
Training & Support for Clients								
Plaquemines	201,306	8,982	4.46%	192,324	1,593	190,731	5.25%	89,000
St. Bernard	416,837	57,225	13.73%	359,612	76,247	283,365	32.02%	165,000
St. Tammany	912,821	536,119	58.73%	376,702	411,893	-35,191	103.86%	216,755
St. Tammany Corp CEA	15,000	7,500	50.00%	7,500	8,750	-1,250	108.33%	1,250
Other Misc. Program Inc.	5,150	5,150		0	0	0		0
Dislocated Worker Disaster Grant – Temporary Jobs								
Plaquemines	100,044	0	0	100,044	0	100,044	0.00%	0
St. Bernard	873,937	65,539	7.50%	808,398	0	808,398	7.50%	0
St. Tammany	855,705	27,975	3.27%	827,730	0	827,730	3.27%	0
Tri-Parish Sub Total	4,494,360	1,172,919	26.10%	3,321,441	604,744	2,716,697	10%	745,105
Administration Office								
Staff Salaries/Fringe	273,079	122,955	45.03%	150,124	0	150,124		262,879
Operating Costs	40,255	8,854	21.99%	31,401	0	31,401		38,099
Admin Sub Total	313,334	131,809	42.07%	181,525	0	181,525	42.07%	300,978
GRAND TOTALS	4,807,694	1,304,728	27.14%	3,502,966	604,744	2,898,222	39.72%	1,046,083

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

Month ending DEC 31, 2020

	Admin	Program	Total Allocation	Expended thru 12-31-20	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/21
Adult									
*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	480,640.00	63,073.00	88%	63,073.00	100%	0
***PY20 expires 6/22	11,556.00	104,003.00	115,559.00	0.00	115,559.00	0%	90,483.00	78%	
****FY21 expires 6/22	57,664.00	518,979.00	576,643.00	0.00	576,643.00	0%		0%	
	133,789.00	1,204,115.00	1,337,904.00	582,629.00	755,275.00	44%			
Youth									
*PY19 expires 6/21	61,253.00	551,281.00	612,534.00	350,921.00	261,613.00	57%	181,949.00	87%	79,664
***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	350,921.00	929,659.00	27%			
Disl Wk									
*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	565,582.00	109,442.00	84%	109,442.00	100%	0
***PY20 expires 6/22	16,130.00	145,172.00	161,302.00	0.00	161,302.00	0%	1,688.00	1%	
****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	724,815.00	916,311.00	44%			
*****DWG expires 3/22	203,298.00	1,829,686.00	2,032,984.00	95,185.00	1,937,799.00	5%		5%	
Grand Total	629,257.00	5,663,337.00	6,292,594.00	1,753,550.00	4,539,044.00		446,635.00		79,664.00

*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

FIRST PLANNING DISTRICT

TWO-YEAR BUDGET
JULY 1, 2020 THROUGH JUNE 30, 2022

Total Funds available through June 2022	PROGRAM	ADMINISTRATIVE	TOTAL
Total Carryover Funds	\$ 1,437,974	\$ 194,302	\$ 1,632,276
New Allocation 2020/22	\$ 1,950,405	\$ 216,712	\$ 2,167,117
St. Tammany Corp CEA	\$ 15,000	\$ -	\$ 15,000
Other Misc. Program Income	\$ -	\$ -	\$ -
Disaster Dislocated Worker Grant	\$ 1,829,686	\$ 203,298	\$ 2,032,984
GRAND TOTAL	\$ 5,233,065	\$ 614,312	\$ 5,847,377

LINE ITEMS	ANNUAL BUDGET July 1, 2020 – June 30, 2021		EXPENDITURES TO DATE December 2020		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe Benefits	\$ 849,201	\$ 273,079	\$ 374,486	\$ 122,955	\$ 474,715	\$ 150,124
System Operator	\$ 107,790		\$ 53,459		\$ 54,331	\$ -
Travel/Mileage	\$ 1,176	\$ 800	\$ 23	\$ 99	\$ 1,153	\$ 701
Conference/Meetings	\$ 1,349	\$ 2,500		\$ 120	\$ 1,349	\$ 2,380
Unemployment Insurance	\$ 5,000				\$ 5,000	\$ -
Accounting Services	\$ -	\$ 5,050		\$ 2,534	\$ -	\$ 2,516
Supplies	\$ 9,400	\$ 3,300	\$ 4,350	\$ 1,247	\$ 5,050	\$ 2,053
Furniture/Equipment	\$ 9,000	\$ 7,000	\$ 2,516	\$ (3,865)	\$ 6,484	\$ 10,865
Rent	\$ 15,000	\$ 4,800	\$ 7,500	\$ 2,400	\$ 7,500	\$ 2,400
Repairs/Maintenance	\$ 3,850	\$ 1,500	\$ 582	\$ 1,023	\$ 3,268	\$ 477
Telephone/Internet	\$ 9,670	\$ 4,780	\$ 5,283	\$ 1,908	\$ 4,387	\$ 2,872
Insurance (GL/Cobra/Surety Bond)	\$ 1,000	\$ 675		\$ 707	\$ 1,000	\$ (32)
Licensing Fees/Assessments	\$ 2,539	\$ 700	\$ 1,407		\$ 1,132	\$ 700
Postage	\$ 274	\$ 800		\$ 685	\$ 274	\$ 115
Advertisement	\$ 561	\$ 1,500		\$ 140	\$ 561	\$ 1,360
Outreach	\$ 80,000	\$ 200	\$ 6,158		\$ 73,842	\$ 200
Professional Development – Staff	\$ 2,850	\$ 500	\$ 4,645		\$ (1,795)	\$ 500
Professional Dues	\$ 6,000	\$ 2,500	\$ 360	\$ 375	\$ 5,640	\$ 2,125
Auto (Gas/Maint/Insurance)	\$ 8,900	\$ 3,650	\$ 3,660	\$ 1,481	\$ 5,240	\$ 2,169
Training & Support - Participants	\$ 1,530,964		\$ 602,326		\$ 928,638	\$ -
St. Tammany Corp CEA	\$ 15,000		\$ 7,500		\$ 7,500	\$ -
Misc. Program Income	\$ 5,150		\$ 5,150		\$ -	\$ -
Disaster Temporary Jobs	\$ 1,829,686		\$ 93,514		\$ 1,736,172	\$ -
SUBTOTAL	\$ 4,494,360	\$ 313,334	\$1,172,919	\$ 131,809	\$3,321,441	\$ 181,525

**ONE-STOP OPERATOR PROCUREMENT
CONSIDERATIONS
January 27th, 2021 Board Meeting**

RECOMMENDED ACTION:

1. Approve the role and scope of work for the One-Stop Operator
2. Authorize the Executive Director to initiate procurement process for One Stop Operator services

BACKGROUND INFORMATION:

- WIOA requires boards to utilize competitive procurement process (every 4 yrs) to select One-Stop Operator
- Eligible entities include higher education institutions, community-based organizations, for-profit, government agencies, chamber of commerce or other business organization, or labor organization.
- Appropriate firewalls and conflict of interest policies must be in place to ensure competition is open, fair and inclusive
- The Operator selected by competitive process must be in place no later than July 1, 2021

CONSIDERATIONS:

1. RECOMMENDED ONE-STOP OPERATOR ROLE & RESPONSIBILITIES

Coordination of one-stop partners with the comprehensive and Tri-Parish Works Centers

Key roles include:

- assisting in defining partner roles and focus in relation to the Centers
- ensure cross-training of staff across all partner agencies
- facilitate regular partner meetings
- implement strategies to improve information sharing among partner programs
- recommend strategies to increase partner referrals and co-enrollments
- promote and support efficiency and effectiveness of partners working together
- assist Board in ensuring compliance with Partner Memorandum of Understanding and Infrastructure Funding Agreement

Proposed Budget: \$40,000 - \$60,000

2. DIFFERENCES FROM PREVIOUS OSO PROCUREMENT

- recommending procuring the minimum requirement under the law, rather than adding the role of oversight of the Centers
- with the creation of the internal Director of Planning and Operations position, this role would be duplicative and no longer needed to be a part of the OSO responsibilities
- allows total focus of the OSO to be on the partnership development and enhancement