

## **FIRST PLANNING DISTRICT CONSORTIUM**

### **WORKFORCE DEVELOPMENT BOARD**

July 28, 2025

Notice is hereby given that there will be a meeting of the First Planning District Workforce Development Board on **Wednesday, July 30, 2025 at 8:30 a.m.** at Nunez Community College, 3710 Paris Rd, Chalmette, LA in the STCCC Conference Room.

#### **AGENDA:**

1. Call to order.....Mindy Nunez Airhart, Chairman
2. Invocation.....Suzanne Torregano (1 minute)
3. Approval of May meeting minutes .....Mindy Nunez Airhart (2 minutes)
4. Welcome & Swearing in of New Board Members.....Mindy Nunez Airhart (2 minutes)
5. Review of Expenditure Reports through June 30, 2025.....Suzanne Torregano (5 minutes)  
(Questions only)
6. Budget Revision Review.....Suzanne Torregano (3 minutes)
7. Contract/MOU Review/Approval..... Suzanne Torregano (5 minutes)
8. Policy Updates/Approval (Financial Mgt 106-16).....Suzanne Torregano (3 minutes)
9. Regional/Local Plan Summary/Approval.....Suzanne Torregano (3 minutes)
10. Summary of Program Year 2024 – 2025.....Suzanne Torregano & Dave Maziarz (15 minutes)
11. Updates.....Suzanne Torregano (5 minutes)
  - a. 2025 – 2026 Budget/Allocations
  - b. WIC
  - c. Monitoring updates
  - d. WDB Committees
12. Program Updates.....Dave Maziarz (5 minutes)
13. Other Business & Review of action items
14. Public Comment Period

*Mindy Nunez Airhart*

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Mindy Nunez Airhart, Chairman

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## FIRST PLANNING DISTRICT WDB MEETING MINUTES

May 5, 2025 – 8:30 a.m.

### MEETING INFORMATION

Location	This meeting was held in person at the St. Tammany Government Towers Building, 520 Old Spanish Trail, 5 <sup>th</sup> Floor, Slidell, Louisiana.					
Attendees	Chairperson Mindy Nunez Airhart	P	Mr. Chris Abadie	P	Mrs. Ellis Borque	P
	Mr. Thomas Cagle	A	Dr. James Carlson	P	Mrs. Stephanie Dupepe	P
	Mrs. Ashley Eavenson	A	Mr. Keith Espadron	P	Mr. Ross Gares	P
	Mr. Garrett Giglio	P	Mrs. Michelle Hebert	P	Mr. Bill Henley	A
	Mr. Dave Kaufmann, Jr.	P	Mrs. Adriana Kriesen	A	Mrs. Cherie LaRocca	P
	Mrs. Chiquita Lattimore	A	Mrs. Rachel Mackey	A	Mrs. Elizabeth Maillian	A
	Mrs. Kelly Phillips	P	Mr. Jerry Repka	P	Mr. Shawn Torres	A
	Mrs. Michelle Uzee	A	Mrs. Runaija Vicksbrown	A	Mr. Bryan Moore	P
	Mrs. Suzanne Torregano	P	Mr. Dave Maziarz	P	Ms. Stacie Chitwood	P

### 1. CALL TO ORDER

The meeting was called to order at 8:36 a.m. by Chairperson Mindy Nunez Airhart and a quorum was declared.

### 2. WELCOME AND INTRODUCTIONS

Mrs. Suzanne Torregano introduced the newest board member, Mr. Garrett Giglio. He is replacing Mr. Chris Varnato. Chairperson Mindy Nunez Airhart swore in Mr. Giglio.

### 3. INVOCATION

Mrs. Suzanne Torregano gave the invocation.

### 4. APPROVAL OF JANUARY 27, 2024 MEETING MINUTES (ACTION ITEM)

Chairperson Mindy Nunez Airhart presented the minutes from the December 19, 2024 board meeting, and reviewed the action items. A motion for approval was made by Mr. Ross Gares and seconded by Mr. Keith Espadron. The minutes were approved by a unanimous vote with no objections or abstentions.

### 5. REVIEW OF EXPENDITURES REPORTS THROUGH MARCH 2025

Mrs. Suzanne Torregano was recognized to address the board to discuss an overview of our budget and expenditures. The fund utilization report shows our three funding categories. These monies must be spent within two years. This is the one that we look at first because it lets us know how much is at risk of re-capture by June 30, 2025. At this point, the only area where we have a little bit of concern is in our youth category. We have \$34,370.68 that needs to be spent. After review with our Fiscal Manager, there is little doubt that these funds will not be expended on time with anticipation of the upcoming summer programs and anticipated staff costs. Adult shows \$3,951.29 at risk for recapture. With staff costs and anticipated obligations, these funds will be expended before the end of the month. Mrs. Torregano reiterated her positive outlook on monitoring expenses and commended Mr. Dave Maziarz and his team for the work they are achieving.

The expenditures to budget report shows what we are spending in accordance to our budget. We get allocations in 2 buckets. We get a small allocation on July 1, and then we get the larger amount in October 1, in accordance with the beginning of the fiscal year of the federal government. We must always keep money in reserve/carryover to continue operations: staff salaries, fringe benefits, and obligations that we have for any participants that are currently enrolled in WIOA to get us throughout July, August, and September, before we get the larger allocation. What we want to see at this point is at least 70%, and we are currently behind at 58.77%. The team has aimed placement of participants in both work experience and training programs, and we are anticipating meeting this target. The benefit with not spending all these funds completely, is that anything remaining will roll over to the following year. Considering obligations, we are currently performing at 68.28%.

The next report is our annual budget, and it shows us exactly how much we spent on each category as of March 31, 2025. Mrs. Torregano brought attention to the additional categories listed at the bottom of the report. These additional line items include the change of the contract regarding Lightcast which is used to track market information. GNO Inc was able to secure multiple organizations to pitch in to cover the cost of the license fee for our use.

Unfortunately, one of the organizations involved in this partnership, Nola BA, has closed its doors. This caused us to incur their Lightcast cost of \$5,000. What have reviewed other categories to shift funds with overages into categories with negatives to allow the budget to balance. Mrs. Torregano opened the floor to questions on these costs, and Mr. Ross Gares inquired about the transportation category. He asked as to whether the budget for this category will be adjusted next year seeing as how more was spent on this current budget. Mrs. Torregano informed him that one of the vehicles we have in our possession is an older model Dodge Charger that was experiencing mechanical problems this year, which was the main cost for the overages. Mrs. Torregano also shared that the Equinox has been permanently moved over to the St. Tammany office to assist with this in the future.

The last item to discuss is the budget revision. This includes the shift of funds to cover the cost of Lightcast, as well as the cost for our local and regional planning contract. We have also included the \$50,000 awarded from the CDBG grant for our St. Tammany Career Exploration Summer Academy. A motion for approval of the budget revisions was made by Mr. Chris Abadie and seconded by Dr. Jim Carlson. The budget revisions were approved by a unanimous vote with no objections or abstentions.

#### **6. ONE STOP OPERATOR RFP RECOMMENDATION (ACTION ITEM)**

Mrs. Suzanne Torregano asked Mr. Bryan Moore to leave the room during the discussion of this next topic. Mrs. Torregano shared that she had received two letters of intent from Mr. Bryan Moore of Castle of Dreams and from the current One Stop Operator of Jefferson Parish and one subsequent completed application. Mrs. Torregano was concerned with only having received two letters of intent, but LWC confirmed that if we were able to show that a wide net was cast to encourage responses, we would be ok and in compliance. Mrs. Torregano shared that the post was made on NAWB's website, LWC's website, as well as being shared with all of our mandated partners, and multiple organizations outside of Louisiana that had applied in previous years. Mrs. Torregano turned the floor over to the executive committee that was appointed by Chairperson Mindy Nunez Airhart and who reviewed the application. Chairperson Nunez Airhart shared that when reviewing Mr. Moore's application, it was very evident that he is experienced in his role. Mr. Moore has been regarded as successful in his role over the past years, and she is in support of his approval for the One Stop Operator role. Mr. Chris Abadie shared that he feels that Mr. Moore operates at a higher level and would provide the advocacy piece in the state legislature with national laws which would be extremely beneficial to our board. He continued that in the future he would like to see more communication with the board regularly. Mr. Ross Gares shared the same views as Mr. Abadie and suggested that more participation in board meeting should be a criterion. Mrs. Stephanie Dupepe shared that she was a part of his initial interview four years ago, and that everything that the board anticipated for him to deliver, he did. Mr. Jerry Repka shared that he felt that the board is lucky to have Mr. Moore's experience. Mrs. Torregano added that she would like to recognize his passion for his role. He enjoys bringing our partners together. A motion for approval of the acceptance of Mr. Bryan Moore's RFP for One Stop Operator was made by Mr. Dave Kaufmann, Jr. and seconded by Mr. Ross Gares. Mr. Bryan Moore's RFP for One Stop Operator was approved by a unanimous vote with no objections or abstentions.

#### **7. REVISED WDB BY-LAWS RECOMMENDATION (ACTION ITEM)**

Chairperson Mindy Nunez Airhart opened the discussion of the recommendations of changes needed to update within the bylaws to be applicable to how we currently conduct business. These recommendations were suggested by the Executive Committee after extensive review.

- The first revision was to Article II – Purpose and Responsibilities. Item C, which was identifying eligible training providers and youth providers, including awarding competitive grants and contracts, was deleted. Boards no longer provide this duty. It is completed on a state level through the ETPL.
- The second revision was to Article III – Membership, Section 3 – Membership Terms. Term limits for both private and public will be removed due to turnover caused by natural attrition.
- The third revision was adding Article III – Membership, Section 3 – Membership Terms, Item D which stated that members are required to attend a minimum of two quarterly meetings in any given 12-month period.
- The fourth revision was to updating Article III – Membership, Section 5 – Termination of Membership to include the requirements of meetings attendance.
- The fifth revision was to Article IV – Officers, to include a Vice Chairperson.

- The sixth revision was to Article VI – Voting Rights and Conflict of interest, Section 2 – Conflict of Interest to remove the part of the certification of eligible training providers to correlate with the earlier changes.
- The seventh revision was to Article VII – Committees. The Center Accountability committee was removed and replaced with the Development Committee who will be tasked with finding additional funding sources for program usage. The Board Chairperson will appoint the Chairperson to each committee and each board member will volunteer for one committee.
- The eighth revision was to Article VIII – Staff Support and Professional Assistance to include the board, if possible, will assist in providing administrative and clerical support.

Mrs. Kelly Phillips asked whether there are requirements of representative business percentages across parishes to which Mrs. Torregano responded that the only requirement of percentages: majority representation on board must be from private sector, there must be a fair representation amongst small, medium and large size businesses, and to make sure there is representation of at least one business from every parish. Mr. Ross Gares inquired as to whether Host Terminals from Plaquemines Parish would have interest in joining. Mr. Chris Abadie shared that the intention of these changes would allow flexibility to maintain institutional knowledge. Mr. Keith Espadron shared his support for the minimum meeting requirement because it will help the board stay in control of those members who have missed multiple meetings consecutively. Mrs. Torregano and Mr. Ellis Borque shared that AI software cannot be used to provide clerical support. Mrs. Torregano asked that all members review the committee descriptions and send her their individual choices prior to the next board meeting. After no other questions were asked, a motion for approval of the updates to the bylaws was made by Mr. Keith Espadron and seconded by Dr. Jim Carlson. The bylaws updates were approved by a unanimous vote with no objections or abstentions.

Next, Chairperson Mindy Nunez Airhart opened the floor to volunteers for Vice Chairperson. With no volunteers, the floor was open to recommendations to which Mr. Jerry Repka nominated Mr. Chris Abadie. Mr. Chris Abadie accepted the nomination. A motion for approval of Mr. Chris Abadie as Vice Chairperson was made by Dr. Jim Carlson and seconded by Mr. Ross Gares. The approval of the Mr. Chris Abadie as Vice Chairperson was approved by a unanimous vote with no objections or abstentions.

## 8. ADDITIONAL UPDATES

Mrs. Torregano began explaining that we are nearing the conclusion of our regional and local plans. We are waiting on LWC to complete their review and provide feedback. Once that feedback is received and incorporated, Mrs. Torregano will be sending it out to board members to review before voting at the next board meeting.

Mrs. Torregano continued by sharing that we are still in a holding pattern with appropriations for fiscal year 2026. There are a lot of recommendations coming out of Congress to look at – some of those include no funding for adult or for youth and a possible change to the way we receive our funding. The funding could possibly move from formula funding to block grants provided to states. As a workforce association, we have been reaching out to members of congress, just as NAWB is doing. We have not received any information about program year 2025 allocations from the state as of yet, and we are unsure as to when we are going to receive a response. We may not get the figures until June. Once we do receive word, we will compile the upcoming year's budget for review and approval.

Mrs. Torregano shared that LWC received funding regarding broadband which local workforce boards will be able to apply for a portion. Mrs. Torregano was asked to serve on this committee.

Mr. Keith Espadron inquired as to whether Mrs. Torregano has been tracking the bills in legislature regarding the One Door model. Mrs. Torregano shared that the current bill before the House committee is about the integration of DCFS under the umbrella of workforce development. They want the funding and programs to fall under LWC and are proposing to rename it. The House voted favorably. Both of our representatives are currently in favor of the Utah model. Currently, because WIOA has not been reauthorized, they cannot fully move forward with the implementation of this model. By passing these bills before reauthorization, the state would now be in position to begin the application of the one door model, of which there may be several states chosen to begin a One Door model pilot under a possible reauthorized version of WIOA. The regionalization of the local workforce boards is still being taken into consideration, of which we are constantly communicating the value of having the local workforce boards. Chairperson Nunez Airhart asked as to what the timeline for changes if the reauthorization is approved. Mrs. Torregano shared that they could be looking for everything to begin launching within a year or so of the reauthorization.

## 9. CURRENT INITIATIVES

Mr. Dave Maziarz shared that the March 27<sup>th</sup> job fair expo in Chalmette, primarily focused on aerospace and advance manufacturing, was a very positive event. There were a number of panel board, all of which were recorded and shared. Our summer programs are rapidly approaching. Currently, we are slated to have four summer events including: the St. Tammany Career Exploration Academy, the Summer Career Exploration Work Experience in St. Bernard and Plaquemines Parishes, and a welding program with Keep St. Bernard Beautiful, which will entail welding trash cans which will be placed throughout the parish. The details of this last program is still being worked out with Nunez. We are not currently conducting adult education in the center as the instructor resigned. We are working with adult education to be back up and running in the fall. AARP was approved to host in-person classes at Docville Farm beginning June, 2025.

Staffing is still changing in the St. Tammany office. We lost a career specialist in February and lost another in mid-April. We have a short stack of applicants which is more than we have had in previous job openings. We are currently dealing with two issues. One is staffing and the other is network consistency. Between Nunez and the Towers, connectivity is on and off. Things that should take 20 minutes is taking over two hours in some instances. We are working with the parish IT dept, but are also looking into testing better hardware.

## 10. ONE STOP OPERATOR UPDATES

Mr. Bryan Moore addressed the board to discuss recent activities he has been working on. Mr. Moore shared that the Utah model has been around for about 28 years, and it took about 15 years for the state to get its sea legs up under themselves and had several state agencies as part of that consolidated approach. Louisiana is looking at other state models, but they have a local area right here that's functioning organically the way in which they are contemplating. The executive order from the governor is to improve the coordination and collaboration of public services of agencies and providing public assistance to individuals. When you look here and in this tri area, you already have a situation where the local area is working collaboratively with state agencies and other nonprofit organizations to improve the coordination and collaboration of services, such that we understand that we have shared customers, shared resources, and shared services that we need to work together with our limited resources. Bryan discussed that his job is to ensure the One Stop partners have an MOU that's been executed and that is not just a piece of paper that's collecting dust on a shelf but that we're implementing and doing the things that we say we are going to do. Mr. Moore is happy to report that this local area, where the federal law requires one stop partners and MOU partners to meet at least once quarterly, we have been meeting almost monthly. We have been doing monthly cross training. So far, over the past year, we have done a presentation on understanding the public workforce system and how it works, so all the departments get an understanding that they are part of the of the Workforce Development System. I wish that the state would start looking at other alternatives and not trying to mimic what is taking place in another state, which, by the way, in Utah, we learned that their population probably all lives within less than a 100-mile square radius of one another. It is easier to have one local board for the entire state, where everybody lives in one central part of the state. That is not how it functions in Louisiana. Let us make the best use of this opportunity we have.

## 11. PUBLIC COMMENT PERIOD

Chairperson Mindy Nunez Althart opened the floor to any questions and public comment. No further comments were shared. A motion to adjourn was made by Mr. Chris Abadie and seconded by Mr. Keith Espadron. The meeting was adjourned at 10:42 am.

# FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD

## FUND UTILIZATION REPORT

Month ending JUNE 2025

	Admin	Program	Total Allocation	Expended 30-Jun-25	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/25
<b>Adult</b>									
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			9,975.00	0.00	100.00%		100.00%	
FY25 expires 6/26		366,884.00	407,649.00	79,762.41	287,121.59	21.74%	97,967.41	48.44%	
FY25 expires 6/26	40,765.00			0.00	40,765.00	0.00%	40,765.00	100.00%	
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	819,935.41	327,886.59	71.43%	138,732.41	83.52%	0.00
<b>Dislocated Worker</b>									
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	67,942.00	53,648.00	0.00	100.00%		100.00%	
PY24 expires 6/26	14,294.00			7,912.55	6,381.45	55.36%	6,381.45	100.00%	
FY25 expires 6/26		415,406.00	461,562.00	150,082.68	265,323.32	36.13%	30,203.75	43.40%	
FY25 expires 6/26	46,156.00			0.00	46,156.00	0.00%	33,538.55	72.66%	
	116,462.00	973,157.00	1,089,619.00	771,758.23	317,860.77	79.30%	70,123.75	77.26%	0.00
<b>Youth</b>									
PY23 expires 6/25	54,782.00		547,321.00	54,782.00	0.00	100.00%		100.00%	0.00
PY23 expires 6/25		493,039.00		493,039.00	0.00	100.00%		100.00%	0.00
PY24 expires 6/26		457,419.00	508,243.00	49,576.23	407,542.74	10.90%	88,555.59	30.26%	
PY24 expires 6/26	50,824.00			0.00	50,824.00	0.00%		0.00%	
	105,606.00	950,453.00	1,056,064.00	597,397.23	458,366.74	56.60%	88,555.59	64.98%	0.00
<b>Grand Total</b>	<b>329,350.00</b>	<b>2,964,155.00</b>	<b>3,293,505.00</b>	<b>2,189,390.90</b>	<b>1,104,114.10</b>	<b>66.48%</b>	<b>297,411.75</b>	<b>75.51%</b>	<b>0.00</b>

**FPD WDB EXPENDITURES TO BUDGET REPORT**  
**through JUNE 30, 2025**

Budget Line Items	ANNUAL BUDGET JULY 2024 - JUNE 2025	6/30/2025	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% W/ OBS	RESERVE FOR FUTURE YEAR 07/25 - 6/26
<b>Tri-Parish Centers - Program</b>								
Staff Salaries/Fringe	916,427.00	847,306.77	92.46%	69,120.23		69,120.23	92.46%	90,592.00
Operating Costs	154,920.00	130,784.98	84.42%	24,135.02		24,135.02	84.42%	350.00
<b>OVERHEAD SUBTOTAL</b>	<b>1,071,347.00</b>	<b>978,091.75</b>	<b>91.30%</b>	<b>93,255.25</b>	<b>0.00</b>	<b>93,255.25</b>	<b>91.30%</b>	<b>90,942.00</b>
<b>Training &amp; Support for Clients</b>								
Plaquemines	90,000.00	14,410.80	16.01%	75,589.20		75,589.20	16.01%	53,112.00
St. Bernard	250,000.00	157,280.39	62.91%	92,719.61		92,719.61	62.91%	156,175.00
St. Tammany	718,480.00	604,184.83	84.09%	114,295.17		114,295.17	84.09%	260,713.00
<b>TRAINING/SUPPORT SUBTOTAL</b>	<b>1,058,480.00</b>	<b>775,876.02</b>	<b>73.30%</b>	<b>282,603.98</b>	<b>0.00</b>	<b>282,603.98</b>	<b>73.30%</b>	<b>470,000.00</b>
			#DIV/0!	0.00	0.00	0.00	#DIV/0!	
								0.00
								0.00
<b>Tri-Parish Sub Total</b>	<b>2,129,827.00</b>	<b>1,753,967.77</b>	<b>82.35%</b>	<b>375,859.23</b>	<b>0.00</b>	<b>375,859.23</b>	<b>82.35%</b>	<b>560,942.00</b>
<b>Admintraton Office</b>								
Staff Salaries/Fringe	150,889.00	145,714.59	96.57%	5,174.41		5,174.41	96.57%	120,000.00
Operating Costs	48,420.00	32,885.84	67.92%	15,534.16		15,534.16	67.92%	16,778.00
<b>ADMIN SUB TOTAL</b>	<b>199,309.00</b>	<b>178,600.43</b>	<b>89.61%</b>	<b>20,708.57</b>	<b>0.00</b>	<b>20,708.57</b>	<b>89.61%</b>	<b>136,778.00</b>
<b>GRAND TOTALS</b>	<b>2,329,136.00</b>	<b>1,932,568.20</b>	<b>82.97%</b>	<b>396,567.80</b>	<b>0.00</b>	<b>396,567.80</b>	<b>82.97%</b>	<b>697,720.00</b>

**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
CAA - SUM 24 Carryover	18,480.00				18,480.00
					0.00
GNO INC.	20,000.00				20,000.00
CD8G'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 JUNE 2025		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe	916,427.00	72,793.00	846,481.77	69,392.68	69,945.23	3,400.32
One Stop Operator	54,000.00	0.00	54,000.00		(0.00)	0.00
Salaries Contract - Finance Dir	0.00	78,096.00		76,321.91	0.00	1,774.09
Travel/Mileage	10,137.00	1,301.00	3,659.86	609.32	6,477.14	691.68
Conference/Meetings	3,000.00	200.00	3,922.57		(922.57)	200.00
Unemployment Insurance	3,800.00	0.00	825.00		2,975.00	0.00
Staff Drug Screen/new hire	250.00	100.00	170.00		80.00	100.00
Accounting Services	0.00	9,500.00	59.74	8,093.38	(59.74)	1,406.62
Supplies	10,175.00	2,570.00	6,582.30	711.20	3,592.70	1,858.80
Furniture/Equipment	2,500.00	1,100.00	3,096.31		(596.31)	1,100.00
Rent	15,200.00	3,500.00	14,807.14	2,692.86	392.86	807.14
Repairs/Maintenance	1,200.00	1,000.00	484.21	42.61	735.79	957.39
Telephone/Internet	12,000.00	3,000.00	11,424.24	2,020.60	575.76	971.32
Insurance (GL/Cobra/Surety Bond)	1,600.00	6,500.00	1,404.44	5,421.78	195.56	1,072.22
Licensing Fees/Assessments	5,050.00	550.00	4,799.74	203.12	250.26	346.88
Postage	700.00	750.00	92.60	749.80	607.40	0.20
Advertisement	750.00	1,262.00		979.02	750.00	282.98
Outreach	8,495.00	0.00	6,862.43		1,632.57	0.00
Professional Development Staff	5,000.00	500.00			5,000.00	500.00
Professional Dues/Services	1,500.00	1,600.00	769.00	1,550.00	731.00	1,050.00
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	750.00		436.57	0.00	113.43
Analysis Survey/Consultant	8,069.00	6,937.00	8,062.01	6,936.99	0.00	0.01
	0.00	0.00			0.00	0.00
Training & Support - Participants*	1,058,480.00		775,876.02		282,603.98	0.00
					0.00	
					0.00	0.00
Misc. Program Income						
SUBTOTAL	2,129,827.00	199,309.00	1,753,967.77	178,600.43	375,859.23	20,708.57

\*Training and Support Breakdown

OJT	22,932.90
CLASSROOM, IFA, BUSINESS SRVS, YOUTH SRVS, TUITION	392,656.72
WORK EXP	210,511.48
SUPPORT	88,949.38
CAA '24	18,480.00
CAA'25	6,806.41
cd8g'25	35,539.13
	775,876.02

**FIRST PLANNING DISTRICT  
WORKFORCE DEVELOPMENT BOARD  
TWO-YEAR BUDGET  
JULY 1, 2024 THROUGH JUNE 30, 2026  
REVISION21 - 06/2025**

total Funds available through June 2025	PROGRAM	PROGRAM REVISION 1	PROGRAM REVISION 2	ADMIN	Admin Revision	TOTAL
total Carryover Funds	1,113,938.00			157,160.00		1,271,098.00
few Allocation 2023/2025	1,458,133.00			162,014.00		1,620,147.00
VARP Carry Over	30,218.00			16,913.00		47,131.00
AA - SUM '24	18,480.00					18,480.00
AA - SUM '25			20,000.00			20,000.00
INO INC	20,000.00					20,000.00
DBG - SUM '25		50,000.00				50,000.00
GRAND TOTAL	2,640,769.00	50,000.00	20,000.00	336,087.00	0.00	3,046,856.00
	2,690,769.00			336,087.00		3,046,856.00

LINE ITEMS	ANNUAL BUDGET after REV 1 July 1, 2024 – June 30, 2025		Change 06/2025		REVISED ANNUAL July 1, 2024 – June 30, 2025		RESERVE July 1, 2025 - June 30, 2026		ALL YEARS GRAND TOTALS
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	
Staff Salaries/Fringe	916,427.00	72,793.00	-60.00		916,367.00	72,793.00	90,592.00	60,000.00	1,139,752.00
One Stop Operator	54,000.00	0.00			54,000.00	0.00			54,000.00
Salaries Contract - Finance Dir	0.00	78,096.00			0.00	78,096.00		60,000.00	138,096.00
Travel/Mileage	10,137.00	1,301.00	-925.00		9,212.00	1,301.00	350.00		10,863.00
Conference/Meetings	3,000.00	200.00	925.00		3,925.00	200.00			4,125.00
Unemployment Insurance	3,800.00	0.00			3,800.00	0.00			3,800.00
Staff Drug Screen/new hire	250.00	100.00			250.00	100.00			350.00
Accounting Services	0.00	9,500.00	60.00		60.00	9,500.00		1,000.00	10,560.00
Supplies	10,175.00	2,570.00	-600.00		9,575.00	2,570.00			12,145.00
Furniture/Equipment	2,500.00	1,100.00	600.00		3,100.00	1,100.00			4,200.00
Rent	15,200.00	3,500.00			15,200.00	3,500.00		3,500.00	22,200.00
Repairs/Maintenance	1,200.00	1,000.00			1,200.00	1,000.00			2,200.00
Telephone/Internet	12,000.00	3,000.00			12,000.00	3,000.00		2,778.00	17,778.00
Insurance (GL/Cobra/Surety Bond)	1,600.00	6,500.00			1,600.00	6,500.00		3,000.00	11,100.00
Licensing Fees/Assessments	5,050.00	550.00			5,050.00	550.00			5,600.00
Postage	700.00	750.00			700.00	750.00			1,450.00
Advertisement	750.00	1,262.00			750.00	1,262.00		1,500.00	3,512.00
Outreach	8,495.00	0.00			8,495.00	0.00			8,495.00
Professional Development - Staff	5,000.00	500.00			5,000.00	500.00			5,500.00
Professional Dues/Services	1,500.00	2,600.00			1,500.00	2,600.00			4,100.00
Auto (Gas/Main/Insurance)	11,500.00	6,500.00			11,500.00	6,500.00		5,000.00	23,000.00
Workforce Board Expenses	0.00	550.00			0.00	550.00			550.00
Analysis - Survey/Contract Consultant	8,000.00	6,937.00			8,000.00	6,937.00			14,937.00
	0.00	0.00			0.00	0.00			0.00
	0.00	0.00			0.00	0.00			0.00
Training & Support Participants*	1,058,480.00		20,000.00*		1,058,480.00		490,000.00	0	1,548,480.00
Misc. Program Income									0.00
<b>SUBTOTAL</b>	<b>2,129,827.00</b>	<b>199,309.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,129,827.00</b>	<b>199,309.00</b>	<b>580,942.00</b>	<b>136,778.00</b>	<b>3,046,856.00</b>

\* Moved to PROGRAM RESERVE

Submitted By:

\_\_\_\_\_  
Luzanne Torregano, WDD Executive Director

Approved by the Workforce Development Board

\_\_\_\_\_  
Windy Nunez Airhart, Chairperson

\_\_\_\_\_  
Date



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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, "Touch and Learn" 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.



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**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	200.425	
6	Bad debts	U	U	U	200.426	
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	200.431	
12	Conferences	A	A	A	200.432	
13	Contingency provisions	AC/U	AC/U	AC/U	<u>200.433</u>	2900.18
14	Contributions and donations	U	U	U	200.434	
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	200.440	
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	200.446	
27	Insurance and indemnification	AC/U	AC/U	AC/U	<u>200.447</u>	
28	Intellectual property	A/U	A/U	A/U	200.448	
29	Interest	AC/U	AC/U	AC/U	<u>200.449</u>	
30	Lobbying	U	U	U	200.450	
31	Losses on other awards or contracts	U	U	U	200.451	
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.



## Local Strategic Plan July 2024 through June 2027

# Executive Summary

The Workforce Innovation and Opportunity Act (WIOA) was signed into law by President Obama on July 22, 2014. WIOA seeks to more fully integrate workforce and education systems to better serve employers and job seekers. Under this law, the First Planning District Workforce Development Board (FPD WDB) is required to submit a local and regional plan to the State of Louisiana for a four-year period. This plan was completed in May, 2025 and outlined the goals, strategies, and objectives of the Workforce Board for 2024 through 2027 for providing access and resources through the local workforce development system.

The State of Louisiana is at a critical juncture, with an opportunity to leverage its economic strengths and growing job market to promote widespread upward mobility among its residents. Guided by Governor Jeff Landry's leadership, there is a clear vision to improve educational accessibility and excellence across all levels, from K-12 education to adult learning programs. This comprehensive approach aims to address barriers hindering individuals from taking advantage of Louisiana's evolving economy. Despite progress, challenges persist in providing accessible pathways to economic mobility and self-sufficiency, particularly for those facing poverty and low educational attainment. The FPD WDB is dedicated to identifying and promoting workforce development strategies that positively impact the economic wellbeing of Plaquemines, St. Bernard, and St. Tammany Parishes. The Board supports the governor's statewide vision by creating an environment in which our businesses can grow and our people can prosper.

The Board serves as a strategic leader and convener of employers, workforce professionals, education providers, economic development agencies and other stakeholders to drive innovation and build workforce alliances that can provide services to meet the needs of businesses. The Board is also the Quality Assurance Agent for public funds ensuring that the public workforce system is demand driven, efficient and effective, and is of value and has impact in our local communities.

**OUR VISION** is sustainable employment through strategic human capital investments that produce positive economic returns for our businesses and our communities.

**OUR MISSION** is to serve as **"THE VOICE OF BUSINESS"** to communicate employment needs and to influence the direction of all workforce development programs and services in order to ensure a business-driven system.

**OUR VALUES:** Members of the FPD WDB honor the following Core Values:

- Visionary Leadership that advocates human capital development
- Service Excellence grounded in professionalism and respect
- Innovative responses to workforce needs that drive economic vitality
- Stewardship of assets and resources focused on local and regional community priorities
- Collaboration with regional workforce, education and economic development partners
- Dedication to building and sustaining a strong regional economy, and the well-being of our industry base
- Results that are best-in-class and provide a high rate of return on public investment

## OUR STRATEGIC PRIORITIES:

- ▶ Creating and fostering business partnerships that bring the best return on investment back to the tri-parish area.
- ▶ Building sound partnerships to collaborate with employment, education and economic development efforts to ensure economic vitality to the region
- ▶ Creating an efficient and effective platform for servicing job seekers and the hardest to serve populations.
- ▶ Building the best infrastructure to exceed the demand and needs of business/industry, job seekers and partners within the region.
- ▶ Paving the way for transitioning to the new workforce development system while becoming responsive and integrated within our communities.

## Areas of Focus

The FPD WDB structure provides for three areas of focus. These areas include: **Business Engagement, Partnerships** and **Job Seekers**. The Workforce Board's committee structure has been developed to support these areas of focus. The work of these committees will enable the local area and region to strategically invest in human capital to sustain economic vitality, while maintaining a concentration on serving the hardest to serve, vulnerable populations or priority service group as defined in local policy and aligned with WIOA law.

Business Engagement has, and will continue to be a priority for the Board. The Workforce Board has priorities in place to: broker new relationships with businesses, communicate board purpose and direction and create a consistent information loop with businesses and stakeholders, as well as collaborate with businesses to engage industry leaders in workforce development solutions.

The mandatory partner groups outlined in the WIOA and embraced by the FPD WDB include: WIOA Title I Adult, Dislocated Worker and Youth programs, Title II Adult Education, Wagner Peyser, Veterans Employment Programs, Vocational Rehabilitation, Community Services Block Grants (CSBG), Housing and Urban Development (HUD), Temporary Assistance to Needy Families, and Supplemental Nutrition Assistance Program (SNAP). The FPD WDB intends to continue to create a one-stop delivery system that brings together workforce development, education, and other services in a seamless customer focused service delivery network that enhances access to the programs' services with the goal of improving long-term employment outcomes for individuals receiving assistance. Collaboration among service providers and the integration of activities to the fullest extent possible is a main priority for the Workforce Board.

It is understood by the Workforce Board that more effective outreach to individuals with barriers to employment, and more effective strategies in preparing those individuals for success in employment must be established. A concerted effort is needed to engage previously "untapped talent" in career pathways in in-demand industries that truly emphasize the asset and value these individuals bring to the workforce.

## Objectives and Goals

The overarching goal for job seeker and employer engagement is to better facilitate sustainable employment through strategic human capital investments that produce positive economic returns for our business/industry. The focus will be on the hardest to serve, vulnerable populations ("untapped talent") within our communities. The main objective in engaging business/industry is to provide sector leaders a platform from which they can influence the regional training pipeline so its output of human capital is more

relevant to current and projected future need. The main objective in engaging job seekers is to provide the resources and tools through career services for which an individual can drive their career path and gain talent development opportunities to obtain and retain employment.

The strategies and services the FPD WDB will utilize to facilitate employer engagement and deliver career services within the Tri-Parish Works Centers, springs from its already strong partnerships with local and regional economic development entities, chambers of commerce, industry associations, K-12 education system, post-secondary education, local and state government entities and non-profits.

Strategies and Services identified to accomplish the Board's priorities include:

- Active participation in regional leadership and other work groups for the purpose of streamlining services offered to employers, tracking employer service delivery, aligning business outreach efforts with other partners. This ongoing effort has helped workforce areas work together much more effectively to assist sector partnerships and individual employers.
- Board membership reflects its commitment to serving its key industry clusters. This ensures that its outreach activities are well aligned with key sectors.
- The Board intends to continue to build a solid reputation as a "go-to" resource for economic developers seeking timely labor force data and analysis, as well as seamless staffing services.
- The Board continues to participate in forums and other structured educational activities that help employers address current employment life cycles issues. This includes, but is not limited to involvement in K-12 Jump Start initiatives and other career pathway activities involving our community and technical college system and industry associations.
- Business Service Representatives (BSRs) have been assigned to targeted sectors as well as given specific responsibilities for communicating business needs to and working with the various partner programs. They are also focusing on Increased OJT participation amongst our Industry partners.
- Focus on serving the hardest to serve, vulnerable populations or priority service groups defined in WIOA law
- Align local Center policy and service delivery with the Workforce Board strategic priorities, defined targeted industry sectors and real time labor market data
- Develop and implement strategies with all core partners that place the customer at the center of all activities.
- Develop and implement talent development strategies such as career pathway options, sector strategies, registered apprenticeships, work experiences and on the job training activities to meet the needs of job seekers and business/industry in our local area and region
- Develop a plan to diversify funding streams to continue to offer WIOA programs

## **Local Area/WIOA Governance**

By mutual agreement of the Chief Elected Officials of the three parishes, St. Tammany Parish has the lead role as the Chief Elected Official to the Workforce Board. St. Bernard Parish serves as the Administrative Entity/ Grant Recipient of the WIOA funds on behalf of the tri-parish area. A multi-jurisdictional agreement is in place between the parishes and outlines the roles and responsibilities of each as required by WIOA law.

The FPD WDB has designated the Tri-Parish Works Centers as its primary service provider in the three-parish area. These Centers offer all career services for WIOA adult, dislocated worker and youth programs as outlined in the WIOA law through two locations in St. Tammany and St. Bernard. The comprehensive center (Slidell) is co-located with Wagner Peyser, Veterans Employment programs, Louisiana Rehabilitation Services,

Community Services Block Grants, RESEA and Adult Education. The affiliate site (Chalmette) is located at Nunez Community College and shares space with Adult Education.

Under the leadership of the Director of Operations and Planning, the Tri-Parish Works Centers are charged with assisting employers in recruiting and retaining employees, and helping individuals learn high-demand skills, find employment, and progress their career opportunities.

Job seekers and employers have access to numerous workforce services through these centers which include, but are not limited to the following:

**Job Seeker Services:**

- Career Planning and Counseling
- Job Search Assistance
- Job Referrals
- Specialized Assessments
- Resume Writing Assistance
- Training Funds

**Business Services:**

- Screening and Recruitment
- Job Matching
- Job Posting
- Workforce Data
- On-the-Job and Customized Training Funds
- On-site recruiting events and Job Fairs

The Workforce Board positioned the Centers to operate using the performance standards set forth in WIOA. Outcomes are measured utilizing Louisiana Workforce Commission's (LWC) statewide database (HIRE). Negotiations of actual standards for each of the performance measures are conducted annually with LWC. FPD has consistently met and exceeded the common performance measures established by the U.S. Department of Labor over the 30+ years of operating these programs. They include the following:

**Job Seeker Performance Metrics**

**Adults**

- Entered employment
- Employment Retention
- Quarterly median earnings
- Credential Attainment
- Skills gained during training

**Youth**

- Credential Attainment
- Entered Education or Employment
- Employment Retention
- Measurable Skill Gains toward Education/Employment

**Business Performance Metrics**

- Overall Employer Market Penetration
- Employer Based Training Contracts

## Summary

The First Planning District Workforce Development Board will continue to serve as the strategic workforce leader for the local tri parish area of Plaquemines, St. Bernard and St. Tammany. The Board will work in partnership with the Governor, Louisiana Workforce Investment Council, and local elected officials to facilitate public/private partnerships and support talent development strategies that advance opportunities for all job seekers, including low-skilled adults, young adults, veterans, long-term unemployed, low-income households, dislocated workers, recipients of public assistance, and individuals with disabilities. The Board will work to foster innovation, engage stakeholders, diversify funding, and guarantee streamlined operations and service delivery excellence.

The Board will collaborate with all partners and local elected officials to ensure that a common vision and workforce system design is shared among key stakeholders. They will provide oversight for the system

through creating a unified regional and local plan while integrating education, training, support services and other workforce services across the core programs.



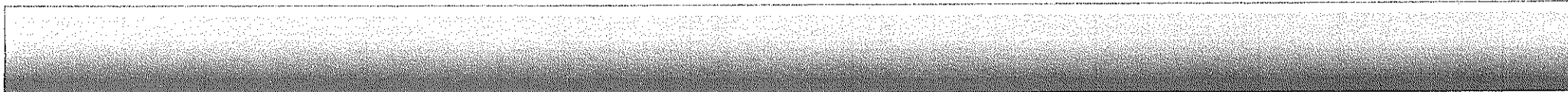
# FISCAL YEAR REVIEW

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July 1, 2024 through June 30, 2025

PREPARED BY: SUZANNE TORREGANO, EXECUTIVE DIRECTOR

JULY 30, 2025



# Comparison of Last Two Fiscal Years Overall Budgets

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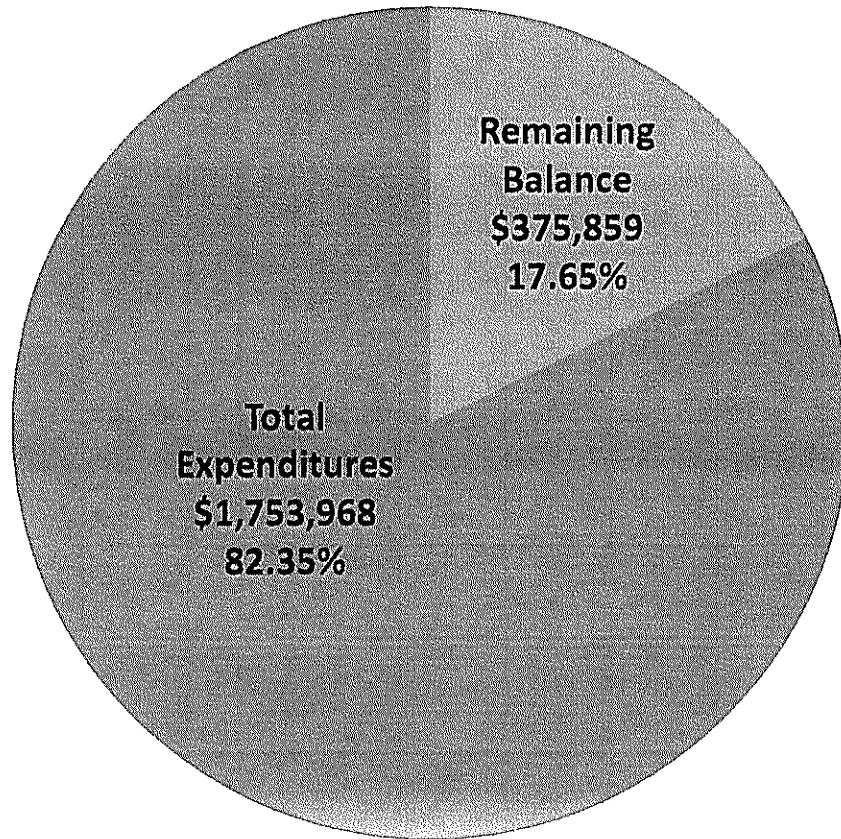
	2023/2024	2024/2025
Annual Budget	\$2,426,196	\$2,329,136
Total Expenditures	\$1,835,147.31 75.64%	\$1,932,586 83%
Training & Support Expenditures	\$704,838.44 29% of budget 38.4% of expenditures	\$775,876 33.31% of budget 40.14% of expenditures

# BUDGET vs. EXPENDITURES

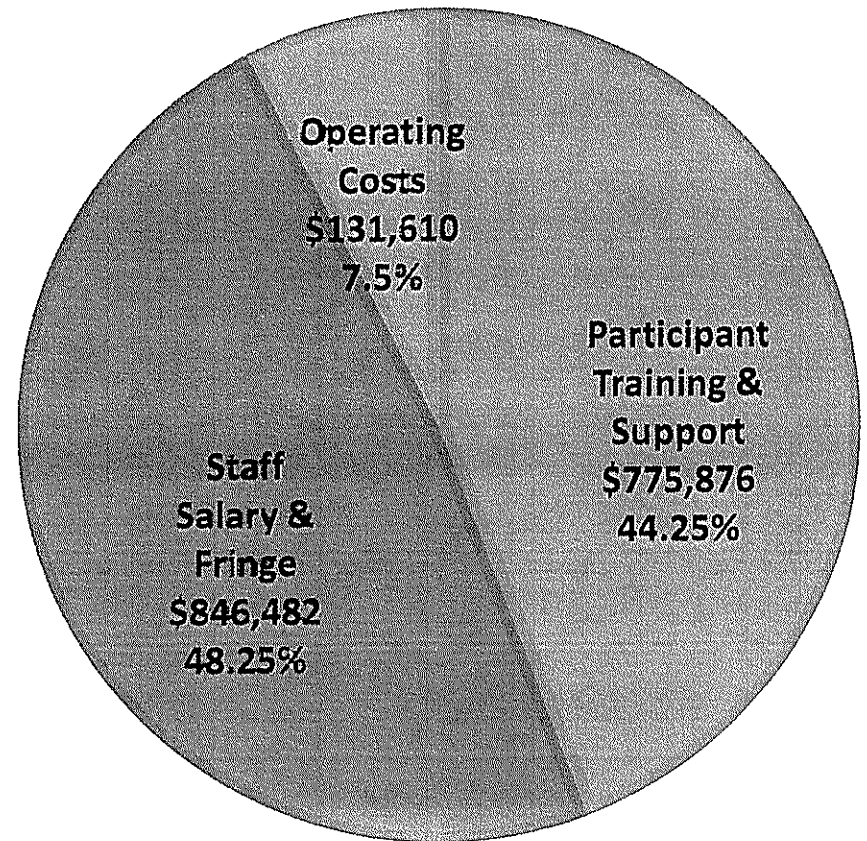
July 2024 through June 2025 - WIOA PROGRAM FUNDS

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**Annual Budget: \$2,129,827**



**BREAKDOWN OF EXPENDITURES**

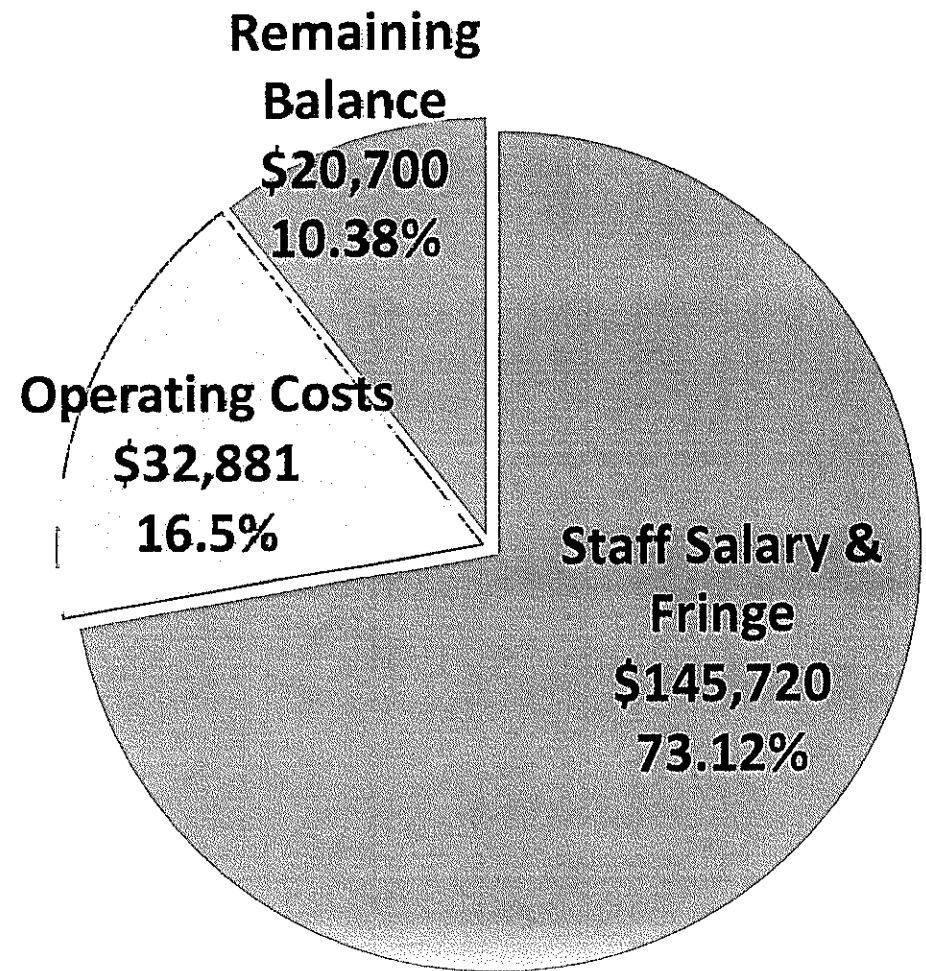


# BUDGET vs. EXPENDITURES

July 2024 through June 2025 - Administrative Funds

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**Annual Budget: \$199,309**



# TRAINING EXPENDITURES BY FUNDING CATEGORIES

July 2024 through June 2025

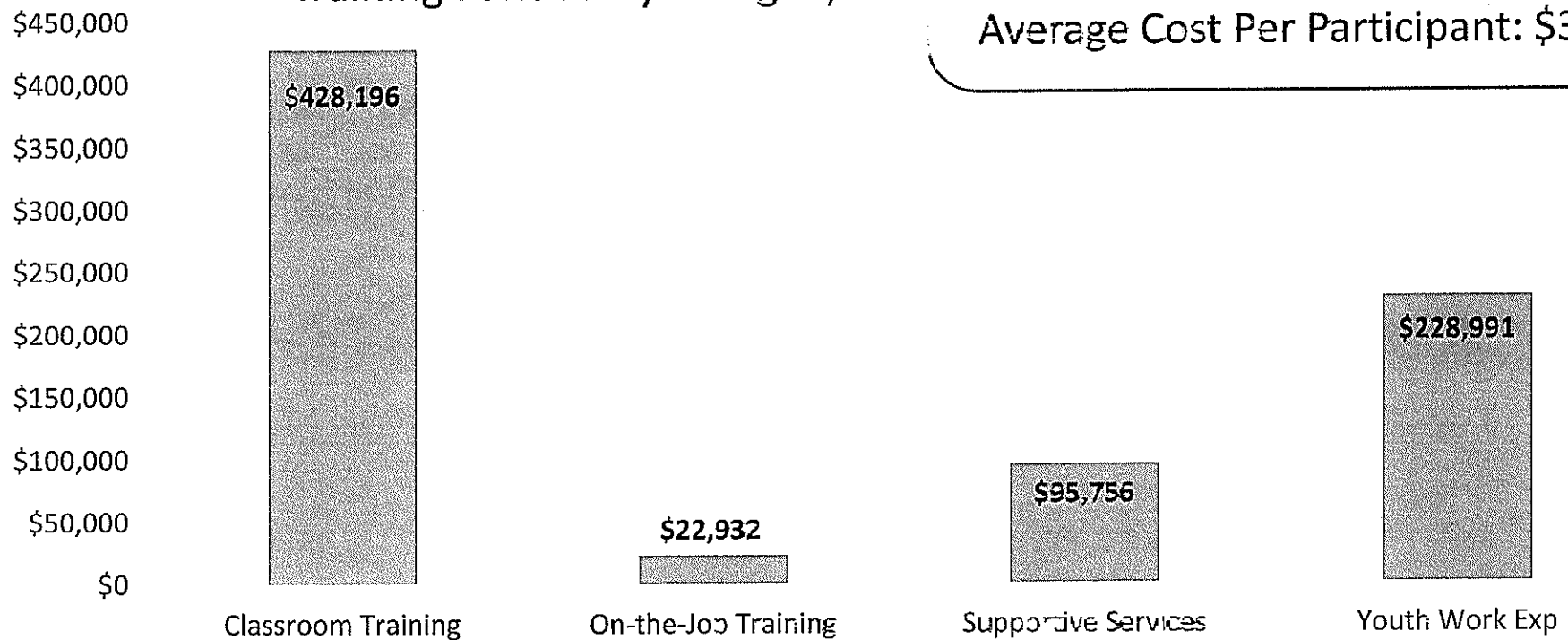
Annual Budget: \$1,058,480

Total Expenditures: \$775,876

Participants Funded: 211

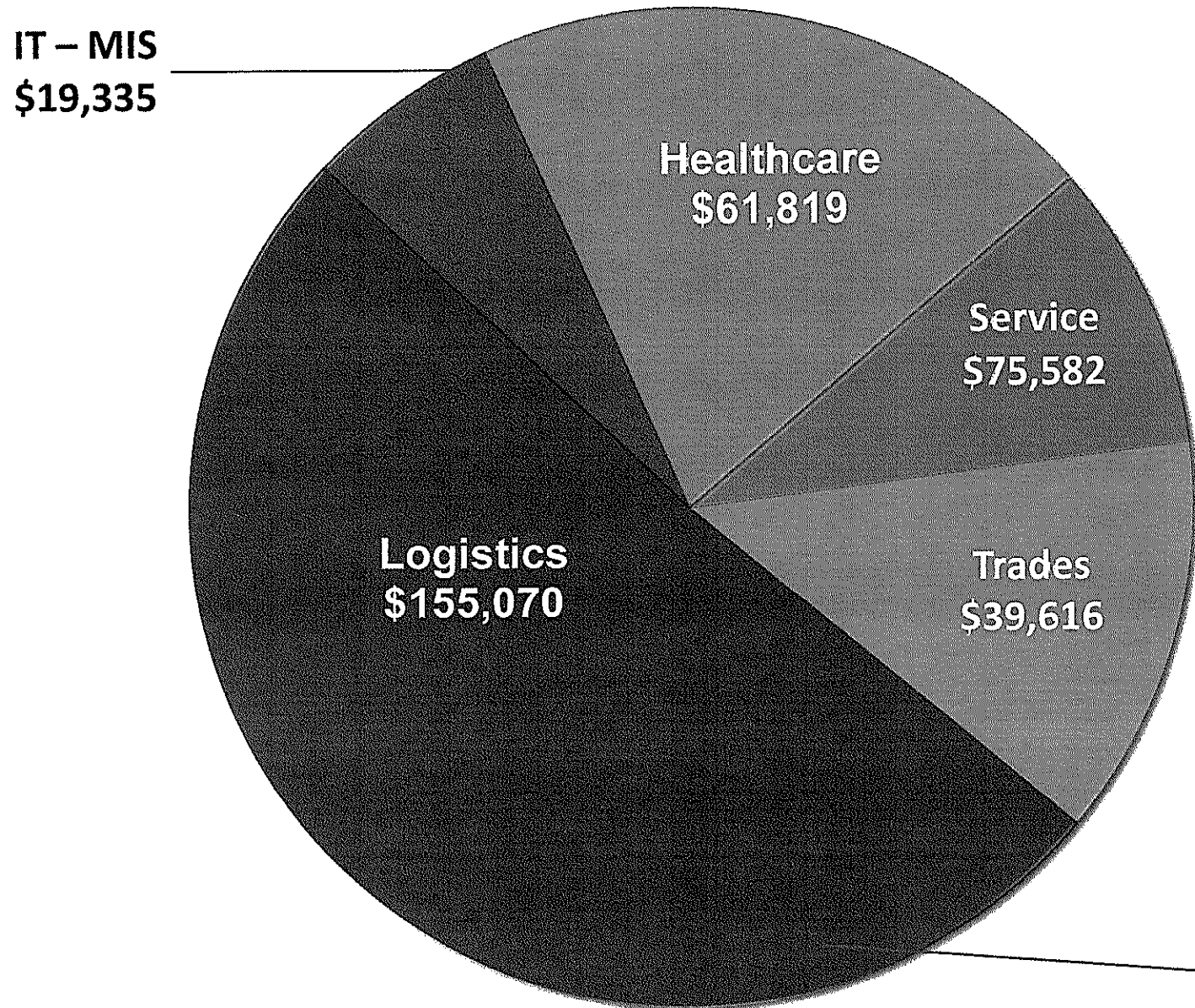
Average Cost Per Participant: \$3,677

Training Funded By Category



WIOA

# TRAINING INVESTMENTS by Training Type



# TPW CENTER TRAFFIC

Fiscal Year	Calls	Appointments	Total Activities
PY20	4001	359	5756
PY21	4054	1937	7720
PY22	6259	2751	9861
PY23	6846	3660	11260
PY24	5432	4449	12136

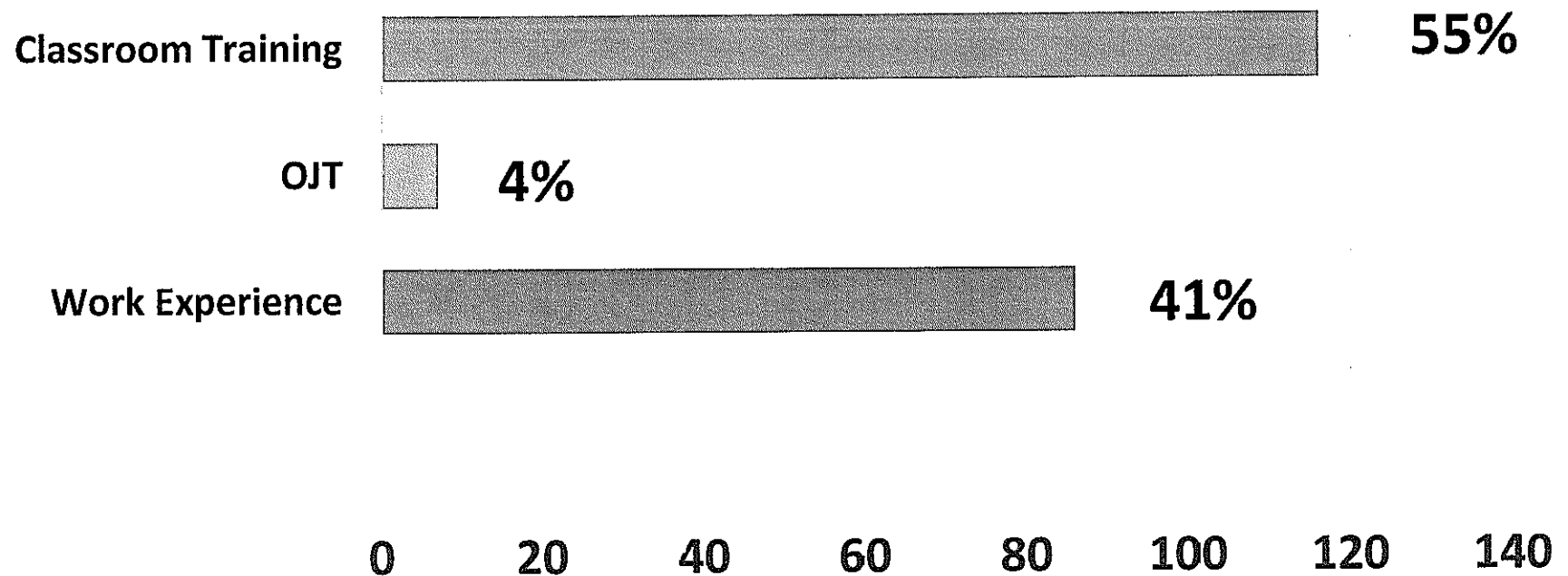
July Only	Calls	Appointments	Total Activities
PY20	229	3	336
PY21	404	127	637
PY22	513	234	829
PY23	713	260	1072
PY24	644	408	1144

# INDIVIDUALS RECEIVING SERVICES

**Provided Services to 3,190 individuals & 1,023 employer services in PY24**

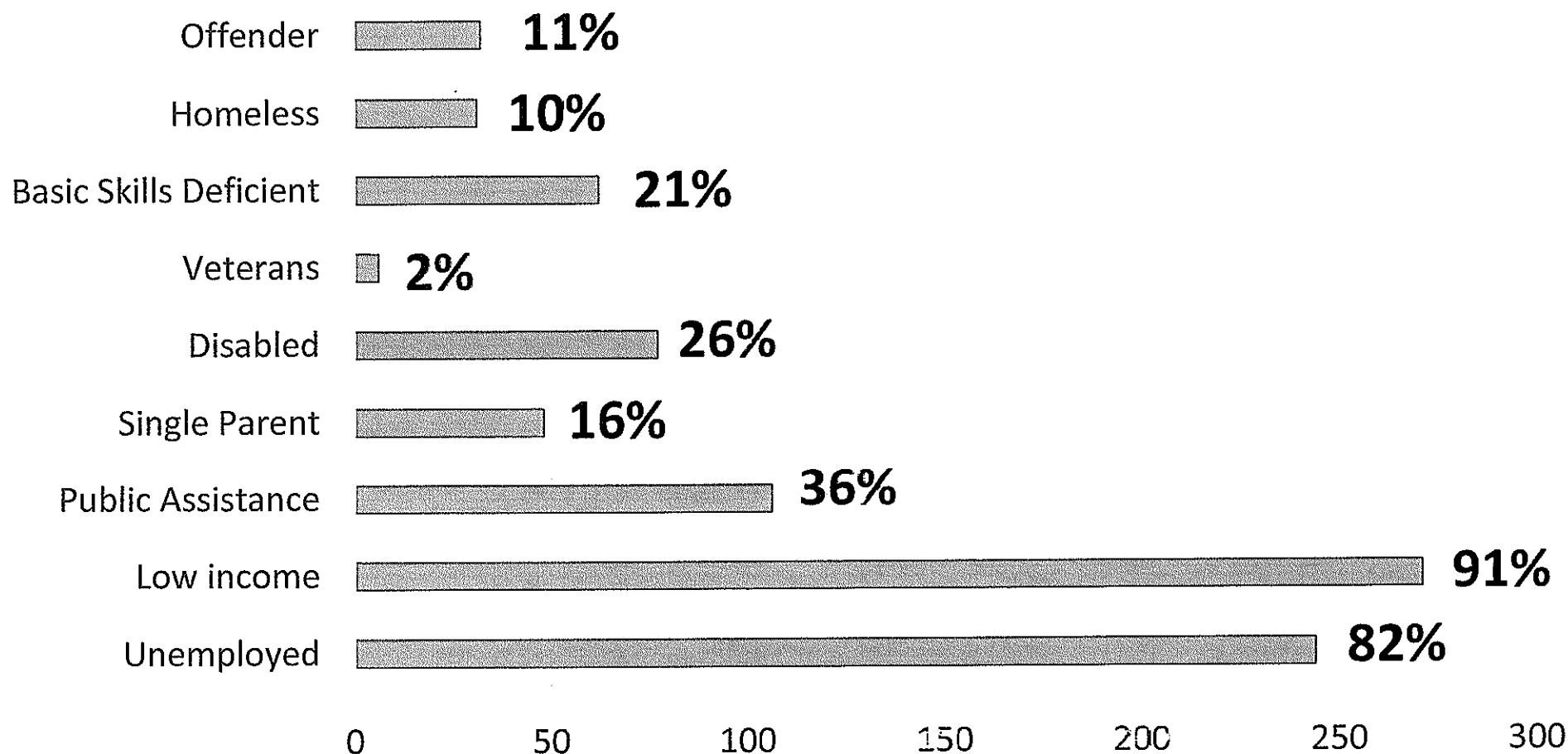
**Enrolled 299 individuals in WIOA**

**209 participants in Training Activity**



# PARTICIPANT CHARACTERISTICS

**Based on Total  
Participants Enrolled: 299**



# PERFORMANCE METRICS

PY24 FINAL	ADULT		DISLOCATED WORKER		YOUTH	
	Negotiated Range	Actual	Negotiated Range	Actual	Negotiated Range	Actual
Employed 2nd Quarter After Exit	66.1% - 73.4%	82.5%	66.1% - 73.4%	70.8%	72.1% - 80.1%	81.3%
Employed 4th Quarter After Exit	59.6% - 66.2%	66.2%	58.5% - 65.0%	61.7%	64.4% - 71.5%	72.7%
Median Earnings (Quarterly)	\$7,655 - \$8,505	\$8,610	\$7,842 - \$8,714	\$8,712	\$3,894 - \$4,327	\$5,888
Earned Credential	76.5% - 85.0%	91.4%%	78.3% - 87.0%	90.9%	48.5% - 53.9%	77.4%%
Skills Gained During Training	70.3% - 78.1%	83.1%%	70.9% - 78.9%	80.0%	46.9% - 52.2%	47.7%

## Highlights from the Year

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- Continued on-site Adult Education Classes at Slidell Center through partnership with NTCC

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- Recipient of GNO RAAMP grant; Successfully completed a career fair/expo with a focus on Aerospace and Advanced Manufacturing; Almost 200 attendees and 32 employers/community partners.

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- Continued Summer Youth Programming in all three parishes; Multi-year CDBG and CSBG grant recipient; Developed direct partnership with Phoenix High School.

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- Multi-year AARP grant recipient; Continue to set the pace nationally against all other local programs.

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- ED receives appt to WIC Board from Governor Landry

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- Have become more active across St. Bernard Parish and are working to build a similar platform within Plaquemines Parish

## Highlights from the Year

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- Will begin working with LAPRI once again within St. Tammany

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- Had 2 successful graduates:  
Leadership Northshore: Stacie Chitwood and Leadership St. Bernard: Eshambraquic White

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- Successfully submitted a grant application through US Dept of Commerce for NIST Cybersecurity; response pending

## Castle of Dreams 2024 – 2025 Recap: Bryan Moore

Below is a snapshot of activities completed as part of the program year 2024-25 (July 1, 2024, thru June 30, 2025) deliverables, per the One Stop Operator Contractual Agreement:

**1. Organize and facilitate, at a minimum, quarterly Partner meetings**

Quarterly Meetings of the MOU Partners of the Tri-parish area were facilitated by the OSO, with majority of partners present. Meetings were used to get updates on services to shared customers and how to improve referrals and tracking of services to ensure participants receive the support necessary to achieve program goals, including funding for training, case management, and supportive services to remove barriers and align with program goals and participant needs. Quarterly MOU partner meetings also illuminated the need for organized cross-training of key personnel from each partner agency.

**2. Organize and facilitate a minimum of three (3) partner cross-training staff events**

Cross-training sessions were organized whereby MOU partners were given a forum to present to front-line staff of the partners regarding the agency's workforce development programs and initiatives, eligibility requirements, funding, referral processes, and other relevant topics. To date, cross-trainings have included presentations from the OSO on Understanding the public Workforce System, Tri-parish Works and WIOA Title I programs administered by the local workforce development area; LWC and its Wagner-Peyser programs and other workforce programs managed by LWC, including veteran services, vocational rehabilitation services, RESLEA for UI recipients, and Rapid Response services provided during plant closures and/or mass layoffs; and St Tammany's Community Action Agency in its mission to identify and mitigate poverty in the communities it serves. Additional trainings that will occur this coming program year will include DCFS and Adult Education, at a minimum.

**3. Improve overall referrals/co-enrollments among partner agencies**

MOU partners have reviewed and improved the common intake form used to refer individuals for services provided by partners. FPD-LWDA10 has also been intimately involved in the development of a pilot initiative to be launched in another local workforce development area, with feedback from subject matter experts. Included in this effort is an initiative to perfect the overall referral process, including but not limited to triaging participants, initial assessment, referral, service provision, tracking, and follow-up. This is an ongoing process. Soft launch of the pilot took place in May 2025 and is being closely monitored for purposes of continuous improvement. FPD LWDB Executive Director and Director of Operations have been instrumental in developing the pilot.

**4. Increase quality of partnerships**

Through constant contact and inclusion, we have managed to increase the overall level of trust, involvement, and sharing of ideas, expertise, and resources to serve customers through a more streamlined process that aligns services provided by agency partners, reducing duplication of effort and increasing the level of resources and services made available to shared customers, particularly those who have been determined to be recipients of public assistance, other low income individuals, individuals who are basic skills

deficient, with a special focus on individuals who are not participating in the workforce-increasing the state's workforce participation rate being a stated goal of Governor Landry's administration.

**Additional accomplishments:**

- Representing FPD @ national workforce conferences
- Participation in Governor's transition committee on workforce development (LAWASS)
- Provide technical assistance and guidance to workforce partners, as requested, or required
- Monitor federal and state legislative processes regarding workforce development, with an emphasis on WIOA Reauthorization in Congress
- Drafting of "White Papers" to submit to congressional delegation on Louisiana's workforce development priorities from a local workforce board perspective
- Creation of 501(c)(3) non-profit organization to represent all local workforce development areas
- Accompanied state leadership and local workforce boards on a visit to Utah to hear the details of their One Door Model implementation. Utilized this information in assisting ED with formation of effective responses regarding the comparison of their One Door model compared to Louisiana's landscape