

January 28, 2026

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, January 28, 2026, at 8:30 a.m.** This meeting will be held at Nunez Community College, 3710 Paris Rd, Chalmette, LA in the STCCC Building Conference Room.

AGENDA:

- 1. Call to order.....Mindy Nunez Airhart, Chairman
- 2. WelcomeMindy Nunez Airhart (1 minutes)
- 3. Invocation.....Suzanne Torregano (1 minute)
- 4. Approval of October 2025 meeting minutesMindy Nunez Airhart (1 minutes)
- 5. Review of Expenditure Reports through December 2025.....Suzanne Torregano (5 minutes)
(Questions only)
- 6. Open Discussion.....Everyone (30 minutes)
 - a. What’s happening in your industry/company?
 - b. Employment projections/Workforce Needs?
 - c. NTCC/Nunez updates: new programs/trainings, etc
- 7. Committee reports.....David Horchar & Kelly Phillips (5 minutes)
- 8. Updates, if any.....Suzanne Torregano (5 minutes)
- 9. Updates and discussion on current initiatives.....Dave Maziarz (10 minutes)
- 10. One Stop Operator Report.....Bryan Moore (10 minutes)
- 11. Other Business
- 12. Review of action items
- 13. Public Comment Period

Mindy Nunez Airhart, Chairman

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FIRST PLANNING DISTRICT WDB MEETING MINUTES

October 22, 2025 – 8:30 a.m.

MEETING INFORMATION

Location	This meeting was held in person at Towers Bldg., 520 Old Spanish Trail Ave, Slidell, LA 70458 in the 5 th floor conference room					
Attendees	Chairperson Mindy Nunez Airhart	<i>P</i>	Mr. Chris Abadie	<i>P</i>	Mrs. Ellis Borque	<i>P</i>
	Mr. Mark Pisani	<i>P</i>	Dr. James Carlson	<i>P</i>	Mrs. Stephanie Dupepe	<i>P</i>
	Mrs. Ashley Eavenson	<i>A</i>	Mr. Keith Espadron	<i>A</i>	Mr. Ross Gares	<i>A</i>
	Mr. Garrett Giglio	<i>P</i>	Mrs. Michelle Hebert	<i>P</i>	Mr. Bill Henley	<i>A</i>
	Mr. Dave Kaufmann, Jr.	<i>P</i>	Mrs. Sandy Badinger	<i>P</i>	Mrs. Cherie LaRocca	<i>P</i>
	Mrs. Chiquita Lattimore	<i>A</i>	Mrs. Rachel Mackey	<i>A</i>	Mrs. Elizabeth Maillian	<i>P</i>
	Mrs. Kelly Phillips	<i>P</i>	Mr. Jerry Repka	<i>P</i>	Mr. Shawn Torres	<i>A</i>
	Mrs. Michelle Uzee	<i>P</i>	Mrs. Jonika Fisher	<i>P</i>	Mr. Bryan Moore	<i>A</i>
	Mrs. Suzanne Torregano	<i>P</i>	Mr. Dave Maziarz	<i>P</i>	Ms. Stacie Chitwood	<i>P</i>

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 members, Mr. Sandy Badinger, from Slidell Memorial Hospital, and Mr. David Horchar, from Family Reach Alliance. Chairperson Mindy Nunez Airhart swore in both new members.

3. INVOCATION

Mrs. Suzanne Torregano gave the invocation.

4. APPROVAL OF JULY 30, 2025 MEETING MINUTES (ACTION ITEM)

Chairperson Mindy Nunez Airhart presented the minutes from the July 30, 2025, board meeting, and reviewed the action items. A motion for approval was made by Mr. David Horchar and seconded by Mr. Mark Pisani. The minutes were approved by a unanimous vote with no objections or abstentions.

5. INTRODUCTION AND THANKS OF AJC STAFF

Mrs. Suzanne Torregano offered thanks and appreciation to all board members for committing to and participating in our Workforce Development board. Mrs. Torregano also shared thanks and appreciation to all the AJC staff members for their daily commitment to the services we provide. Mrs. Torregano introduced all staff members individually, sharing their roles with the board.

6. LWC LMI TRAINING

Mr. Corey Williams, Economic Development Research Analyst from Louisiana Works, provided training covering Labor Market Information, Louisiana Occupational Information System, My Life My Way, Star Jobs, and Louisiana Career Clusters. Mr. Williams explained that Labor Market Information is data and analysis on employment and wages which includes trends in industries and occupations. This information is used to help job seekers, students, employers, policymakers, and educators make informed decisions. All this information is public data and is free to use. LMI information can be found on the LWC website, LOIS, the Bureau of Labor Statistics, and Workforce at a Glance. Mr. Williams provided a brief overview of the 8 regional labor markets and the ten metropolitan statistical areas, or MSAs. The Slidell – Mandeville – Covington MSA was added in 2025. Mr. Williams provided an overview of multiple tools on the LWC website that utilize LMI information to assist individuals and businesses, such as My Life My Way, Star Jobs, and Career Clusters. My Life My Way is a cost-of-living planning tool designed with students in mind to help with career planning. Star Jobs is a high-wage, high-demand job ratings system for the state of Louisiana. Career Clusters is a new dashboard that was launched in August 2025 that provides labor market information by career clusters. Each tool also has links and access to training and requirements needed for each industry and occupation.

7. REVIEW OF EXPENDITURES REPORTS THROUGH SEPTEMBER 30, 2025 (ACTION ITEM)

Mrs. Suzanne Torregano was recognized to address the board to discuss an overview of our expenditures and performance of our current program year throughout the first quarter.

The fund utilization report shows our three funding categories. Currently, we are at 30.61% with our obligations, meaning that our staff has committed 30.61% of our funds to training agreements. Overall, we started slow out of the box. Mrs. Torregano reminded the board that, as of the last board meeting in July, we had not received the notice of award due to what was occurring with the federal government. The notice was not received until mid-August. Because of our intentional budgeting, we had extra funds that were carried forth from the previous year which were being utilized. Those funds needed to be expended by June 30, 2026. At this point, the staff has not ramped up funding approvals due to the uncertainty of the government shutdown. There was additional concern because of the comments from the House stating that they were possibly taking allocated funds back and decreasing the funding of adult and youth programs. None of this has fully transpired, and we currently have access to our allocations for this year. Mrs. Torregano also shared her excitement over receiving an additional \$335,000 compared to last year's allocation. This additional funding is within the Adult and Youth funding categories. Mrs. Torregano shared that financial drawdowns usually occur every two weeks, and we usually do not keep additional monies on hand. A drawdown request was made for the entire month of October to make sure all operational costs for the month were possible. By the end of this week, Mrs. Torregano and the fiscal manager will review and determine if another full month drawdown will be needed for the upcoming month of November.

The expenditure to budget report shows what we're spending in accordance with our budget. In terms of salaries, we are at 23.11%, mostly in part to being down 2 staff members. One employee that was hired in November left in April, along with a tenured employee who left in February. These two positions were not filled until June. One of those employees left, and two new staff will be starting officially next week. At our next meeting, members should see a rise in this category.

The next report that you'll see is our actual annual budget for the program year, and it shows you exactly how much we spend on each category by line item. Mrs. Torregano reminded the board that this budget is usually presented and voted on during the July meeting, however, without allocations, it was not possible. Now having all the allocations, the budget is being presented today. Mrs. Torregano shared the carryover from last year was \$959,987.65 in program funds and \$ 144,126.45 in administrative funds. The new allocation totals \$ 1,778,226 in program funds and \$197,808 in admin funds. AARP funds total \$ 30,428.96. There are CAA grant funds listed from the summer totaling \$13,193.59 that are utilized for the work experience of those youth participants post summer career exploration academy. There was \$ 12,031.90 carry over from the \$20,000 GNO Inc grant that was awarded for targeted career fairs. These funds will be utilized for the next career fair in March. There is also a new grant that was awarded this year that Mr. Dave Maziarz will explain in his update, and that grant totals \$198,581. Mrs. Torregano presented the budget of \$3,334,157.55.

Chairperson Nunez-Airhart opened the floor to questions. With no inquiries being made, a motion for approval of the budget and accepting all financial reports presented was made by Mr. Chris Abadie and seconded by Dr. Jim Carlson. The budget and financial reports were approved by a unanimous vote with no objections or abstentions

8. STAFF PAY INCREASES (ACTION ITEM)

Mrs. Torregano opened this discussion with the presentation of staff raises. Staff increases of up to 5% were approved and are going into effect as of November 1, 2025. The second topic shared was regarding the Business Services Director, Mr. Don Shea. He was initially brought on at a higher pay scale, due to his expertise, but his role has currently taken on additional job duties. Previously, there was a Recruitment and Placement Career Specialist that was responsible for recruiting participants for job placements with on-the-job training, while business services were solely focused on the employers. After the Recruitment and Placement Career Specialist left the organization, their position was not backfilled, and those responsibilities were designated to business services. Mrs. Torregano also shared that Mr. Shea has not received an increase in over three years and is requesting approval for his maximum salary range to be increased from \$65,000 to \$67,000. Mrs. Torregano also requested that the salary range for the Business Services Representative also be increased to a maximum of \$56,000 due to the change in job duties, which now includes the social media and online content management currently being done.

A motion for approval of the adjusted salary range of the Business Services Director and the adjusted job description

was made by Mr. Jerry Repka and seconded by Mr. Ellis Borque. The motion was approved by a unanimous vote with no objections or abstentions. A motion for approval of the adjusted salary range and job description of Business Services Representative was made by Mrs. Kelly Phillips and seconded by Mrs. Sandy Badinger. The motion was approved by a unanimous vote with no objections or abstentions.

9. COMMITTEE REVIEW AND APPOINTMENT OF CHAIRPERSONS

Chairperson Nunez-Airhart opened the topic by sharing that the board's four committees listed in the bylaws: Executive Committee, Business Engagement Committee, Community Development Committee, and Development Committee were shared with all members last meeting with a request for each member to volunteer for at least one committee. Chairperson Nunez-Airhart shared which members volunteered for each committee and stated that no one volunteered for the Development Committee. Mrs. Torregano shared that this committee is going to be vital to helping the board diversify funding to not completely be dependent 100% on federal funds. Mrs. Torregano requested that this topic be included on the quarterly meeting agenda to allow for any board member to share possible grant opportunities that could benefit workforce development. Chairperson Nunez-Airhart added that this can be worked on by the entire board. Chairperson Nunez-Airhart opened the floor for volunteers to Chair each committee. The chairperson of each committee will be responsible for calling meetings at a minimum of one per quarter before the full board meeting and sharing all findings with the board. These meetings can also be conducted virtually to assist with attendance. Mrs. Kelly Phillips volunteered to chair the Business Engagement Committee, and Mr. David Horchar volunteered to chair the Community Development Committee.

10. LEGISLATIVE UPDATES

Mrs. Torregano shared that with the current government shutdown, we are ok for the moment regarding operating funds, and a reassessment will be completed for the upcoming month, if no changes occur.

Mrs. Torregano shared that LWC is now called Louisiana Works as of October 1st. This is in line with the progression towards the one door model, and board members should expect to see a new logo. Currently, the workforce components of DCFS are under Louisiana Works, with the child welfare components assigned to the Department of Health. Mrs. Torregano continued by sharing that WIOA has not been reauthorized at this point, and that there is still talk of regionalization. Regionalization won't happen until WIOA is reauthorized and the verbiage changes, unless every Chief Elected Official agrees to do so. Mrs. Torregano continued that she is still attempting to continue to show the success of this workforce board to help us differentiate from others in case regionalization would occur.

11. UPDATES

Mrs. Torregano shared that the 2026 meeting calendar has been shared with all members. Nunez Community College has approved all meeting dates, and Mrs. Torregano is awaiting approval of the Towers Building on those requested dates. Once received, calendar invites will be shared with all members. Mr. Dave Maziarz shared an update on negotiated performance targets. Performance is measured in 15 targets. There are five categories for each funding category. Two years ago, nine of those 15 targets were increased, and last year, thirteen of the fifteen targets were increased.

Mr. Maziarz continued sharing an overview of staffing. In 2022, there was a staff of 18 employees. In 2023, there was a staff of 15. In 2024 and 2025, he has been working with staff of 11. Two new employees will be starting this week to bring the staff back to a total of 13. Mr. Maziarz shared that we are now bringing in new staff at higher rates than what was issued five years ago, and he is confident with the staff moving forward. The two newest positions are going to be split between parishes. One will be split between St. Tammany and St. Bernard, while the second is split between Plaquemines and St. Bernard. This is the continuing investment to increase our footprint on the south shore.

Mr. Maziarz shared his appreciation with Ms. Stacie Chitwood for developing and updating our new procedures manual. These were developed with new staff in mind but have also issued them to tenured staff. The trick to this is keeping this up to date with policies, but Mrs. Chitwood spent multiple additional hours having these ready for new staff.

Mr. Maziarz continued by sharing the receipt of an \$198,581 award for the NIST grant through the

Department of Commerce. This grant is cybersecurity based and in partnership with Lightcast. Mr. Maziarz mentioned partnerships with LSU, NTCC, Southeastern University, and Nunez Community College. Employer partnerships with CDIT, Global Star, In-Telecom, and Textron have been confirmed as well. Unfortunately, the notice of award was received right before the government shutdown. The orientation for the grant is scheduled for October 30, but Mr. Maziarz is unsure if this will occur until the end of the shutdown.

12. PUBLIC COMMENT PERIOD

Chairperson Mindy Nunez Airhart opened the floor to any questions and public comments. No further comments were made. A motion to adjourn was made by Mr. David Horchar and seconded by Mr. Jerry Repka. The meeting was adjourned at 10:01 am.

FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD

FUND UTILIZATION REPORT

Month ending **DECEMBER 2025**

	Admin	Program	Total Allocation	Expended 31-Dec-25	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/26
Adult									
FY25 expires 6/26		366,884.00	407,649.00	354,761.66	12,122.34	96.70%	12,122.34	100.00%	0.00
FY25 expires 6/26	40,765.00			31,283.82	9,481.18	76.74%	9,481.18	100.00%	0.00
					0.00	#DIV/0!		#DIV/0!	0.00
					0.00	#DIV/0!		#DIV/0!	0.00
PY25 expires 6/27		125,844.00	139,827.00	3,056.93	122,787.07	2.43%	86,014.41	70.78%	
PY25 expires 6/27	13,983.00			0.00	13,983.00	0.00%		0.00%	
FY26 expires 6/27		520,790.00	578,656.00	0.00	520,790.00	0.00%		0.00%	
FY26 expires 6/27	57,866.00			0.00	57,866.00	0.00%		0.00%	
	112,614.00	1,013,518.00	1,126,132.00	339,102.41	737,029.59	34.55%	107,617.93	44.11%	0.00
Dislocated Worker									
PY24 expires 6/26		53,648.00	67,942.00	53,648.00	0.00	100.00%		100.00%	0.00
PY24 expires 6/26	14,294.00			14,294.00	0.00	100.00%		100.00%	0.00
FY25 expires 6/26		415,406.00	461,562.00	361,238.19	54,167.81	86.96%	27,113.95	93.49%	27,053.86
FY25 expires 6/26	46,156.00			0.00	46,156.00	0.00%	32,120.65	69.59%	14,035.35
PY25 expires 6/27		122,594.00	136,216.00	0.00	122,594.00	0.00%		0.00%	
PY25 expires 6/27	13,622.00			0.00	13,622.00	0.00%		0.00%	
FY26 expires 6/27		374,843.00	416,492.00	0.00	374,843.00	0.00%		0.00%	
FY26 expires 6/27	41,649.00			0.00	41,649.00	0.00%		0.00%	
	115,721.00	966,491.00	1,082,212.00	429,180.19	653,031.81	44.41%	59,234.60	45.13%	41,089.21
Youth									
PY24 expires 6/26		457,419.00	508,243.00	352,849.43	104,569.57	77.14%	47,913.37	87.61%	56,656.20
PY24 expires 6/26	50,824.00			50,824.00	0.00	100.00%		100.00%	0.00
PY25 expires 6/27		634,155.00	704,617.00	0.00	634,155.00	0.00%		0.00%	
PY25 expires 6/27	70,462.00			0.00	70,462.00	0.00%		0.00%	
	121,286.00	1,091,574.00	1,212,860.00	403,673.43	809,186.57	33.28%	47,913.37	37.23%	56,656.20
Grand Total	349,621.00	3,071,583.00	3,421,204.00	1,221,956.03	2,199,247.97	35.72%	214,765.90	41.99%	97,745.41

FPD WDB EXPENDITURES TO BUDGET REPORT
through DECEMBER 31, 2025

Budget Line Items	ANNUAL BUDGET JULY 2025 - JUNE 2027	12/31/2025	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% W/ OBS	RESERVE FOR FUTURE YEAR 07/26 - 6/27
Tri-Parish Centers - Program								
Staff Salaries/Fringe	906,885.00	428,903.25	47.29%	477,976.75		477,976.75	47.29%	158,118.10
Operating Costs	168,831.00	69,953.72	41.44%	98,867.28	30,000.00	68,867.28	59.21%	36,500.00
OVERHEAD SUBTOTAL	1,075,716.00	498,871.97	46.38%	576,844.03	30,000.00	546,844.03	49.16%	194,618.10
Training & Support for Clients								
Plaquemines	67,000.00	11,893.89	17.75%	55,106.11	0.00	55,106.11	17.75%	58,585.00
St. Bernard	203,000.00	91,315.34	44.98%	111,683.66	24,795.97	86,887.69	57.20%	175,757.00
St. Tammany	753,194.00	237,212.05	31.49%	515,981.95	101,090.62	414,891.33	44.92%	351,513.00
TRAINING/SUPPORT SUBTOTAL	1,023,194.00	340,422.28	33.27%	682,771.72	125,886.59	556,885.13	45.57%	585,855.00
NIST (non salary)	84,883.00		0.00%	84,883.00	0.00	84,883.00	0.00%	28,183.00
								0.00
								0.00
Tri-Parish Sub Total	2,183,793.00	839,294.25	38.43%	1,344,498.75	155,886.59	1,188,612.16	45.57%	808,656.10
Admintraton Office								
Staff Salaries/Fringe	152,523.00	73,027.42	47.88%	79,495.58	41,601.83	37,893.75		134,385.45
Operating Costs	41,800.00	15,451.85	36.99%	26,338.15		26,338.15		13,000.00
ADMIN SUB TOTAL	194,323.00	88,439.27	45.54%	105,833.73	41,601.83	64,231.90	66.95%	147,385.45
GRAND TOTALS	2,378,116.00	927,783.52	39.01%	1,450,332.48	197,488.42	1,252,844.06	47.32%	956,041.55

**FIRST PLANNING DISTRICT
WORKFORCE DEVELOPMENT BOARD
TWO-YEAR BUDGET
JULY 1, 2025 THROUGH JUNE 30, 2027**

Total Funds available through June 2027	PROGRAM	Additional PROG Funds	ADMIN	Additional ADMIN Funds	TOTAL
Total Carryover Funds	959,987.65		144,126.45		1,104,114.10
New Allocation 20252027	1,778,226.00		197,582.00		1,975,808.00
AARP New/Carry Over	30,428.96				30,428.96
CAA - SUM '25	13,193.59				13,193.59
GNO INC	12,031.90				12,031.90
NIST	198,581.00				198,581.00
GRAND TOTAL	2,992,449.10	0.00	341,708.45	0.00	3,334,157.55
	2,992,449.10		341,708.45		3,334,157.55

LINE ITEMS	ANNUAL BUDGET July 1, 2025 – June 30, 2026		EXPENDITURES TO DATE DECEMBER 2025		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe	906,885.00	69,511.00	428,908.25	31,910.25	477,976.75	37,600.75
One Stop Operator	60,000.00		30,000.00		30,000.00	0.00
Salaries Contract - Finance Dir		83,012.00		41,117.17	0.00	41,894.83
Travel/Mileage	5,000.00	2,000.00	3,190.09	397.66	1,809.91	1,602.34
Conference/Meetings	9,450.00	2,550.00	332.29	1,115.28	9,117.71	1,434.72
Unemployment Insurance	0.00	0.00			0.00	0.00
Staff Drug Screen/new hire	250.00	50.00	30.00		220.00	50.00
Accounting Services	0.00	9,000.00		2,404.11	0.00	6,595.89
Supplies	10,900.00	1,480.00	4,383.36	339.30	6,516.64	1,140.70
Furniture/Equipment	10,500.00	3,100.00	2,728.38	2,658.03	7,771.62	441.97
Rent	16,300.00	3,000.00	7,657.24	1,342.76	8,642.76	1,657.24
Repairs/Maintenance	1,200.00	1,000.00	267.35	34.65	932.65	965.35
Telephone/Internet	12,000.00	2,800.00	5,824.20	1,174.02	6,175.80	1,625.98
Insurance (GL/Cobra/Surety Bond)	1,600.00	6,500.00		4,623.81	1,600.00	1,876.19
Licensing Fees/Assessments	5,300.00	550.00	2,386.90	277.03	2,913.10	272.97
Postage	581.00	850.00	55.79		525.21	850.00
Advertisement	750.00	1,000.00			750.00	1,000.00
Outreach	12,000.00	20.00	860.88	16.90	11,139.12	3.10
Professional Development – Staff	5,000.00	1,500.00	2,250.00		2,750.00	1,500.00
Professional Dues/Services	1,500.00	3,800.00	609.15		890.85	3,800.00
Auto (Gas/Maint/Insurance)	11,500.00	2,000.00	4,388.09	361.45	7,111.91	1,638.55
Workforce Board Expenses	0.00	600.00		716.85	0.00	(116.85)
Analysis - Survey	5,000.00		5,000.00		0.00	0.00
NIST	84,881.00	0.00			84,881.00	0.00
Training & Support - Participants*	1,023,194.00		340,422.28		682,771.72	0.00
					0.00	
					0.00	0.00
Misc. Program Income						
SUBTOTAL	2,183,793.00	194,323.00	839,294.25	88,489.27	1,344,498.75	105,833.73

*Training and Support Breakdown

OJT	27,530.29
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	95,643.28
WORK EXP	155,549.11
SUPPORT	48,506.01
CAA'25	13,193.59

340,422.28