

FIRST PLANNING DISTRICT CONSORTIUM

WORKFORCE DEVELOPMENT BOARD

October 13, 2025

Notice is hereby given that there will be an Executive Committee meeting of the First Planning District Workforce Development Board on **Wednesday, October 15, 2025 at 8:30 a.m.** at the Tower's Building, 520 Old Spanish Trail, Slidell, LA on the 5th Floor Council Chambers Room.

AGENDA

1. Call to order
2. Review/approve previous Exec Committee minutes
3. Review of financial reports ending September 2025
 - a. Review of proposed PY25/FY26 Budget
4. Dave's AJC Updates
5. Other updates
 - a. 2026 Meeting Dates
 - b. Committee participant review & appt of chairpersons
 - c. Legislative updates, if any
 - d. Allocation updates, if any
6. Review of action items
7. Adjourn

Mindy Nunez Airhart

Mindy Nunez Airhart, Chairman

Serving Plaquemines, St. Bernard & St. Tammany Parishes

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FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD

FUND UTILIZATION REPORT

Month ending SEPTEMBER 2025

	Admin	Program	Total Allocation	Expended 30-Sep-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	212,620.21	154,233.79	57.95%	76,522.71	78.81%	77,741.08
FY25 expires 6/26	40,765.00			0.00	40,765.00	0.00%	40,765.00	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	0.00	125,844.00	0.00%	3,750.00	2.98%	
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	212,620.21	913,511.79	18.88%	121,037.71	29.63%	77,741.08
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	262,668.89	152,737.11	63.23%	43,652.03	73.74%	109,085.08
FY25 expires 6/26	46,156.00			0.00	46,156.00	0.00%	9,061.23	19.63%	37,094.77
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	330,610.89	751,601.11	34.21%	52,713.26	35.42%	146,179.85
Youth									
PY24 expires 6/26		457,419.00	508,243.00	221,338.85	236,080.15	48.39%	58,023.66	61.07%	178,056.49
PY24 expires 6/26	50,824.00			40,447.69	10,376.31	79.58%	10,376.31	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	261,786.54	951,073.46	21.58%	68,399.97	27.22%	178,056.49
Grand Total	349,621.00	3,071,583.00	3,421,204.00	805,017.64	2,616,186.36	23.53%	242,150.94	30.61%	401,977.42

FPD WDB EXPENDITURES TO BUDGET REPORT
through SEPTEMBER 30, 2025

Budget Line Items	ANNUAL BUDGET JULY 2025 - JUNE 2027	9/30/2025	% 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	213,172.84	23.51%	693,712.16		693,712.16	23.51%	158,118.10
Operating Costs	168,831.00	35,463.21	21.01%	133,367.79	45,000.00	88,367.79	47.66%	36,500.00
OVERHEAD SUBTOTAL	1,075,716.00	248,636.05	23.11%	827,079.95	45,000.00	782,079.95	27.30%	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	45,334.55	22.33%	157,665.34	37,487.58	120,177.76	40.80%	175,757.00
St. Tammany	753,194.00	139,108.13	18.47%	614,085.87	95,710.82	518,375.05	31.18%	351,513.00
TRAINING/SUPPORT SUBTOTAL	1,023,194.00	196,336.68	19.19%	826,857.32	133,198.40	693,658.92	32.21%	585,855.00
NIST	34,883.00		0.00%	34,883.00	0.00	34,883.00	0.00%	28,183.00
								0.00
								0.00
Tri-Parish Sub Total	2,183,793.00	444,972.73	20.38%	1,738,820.27	178,198.40	1,560,621.87	28.54%	808,656.10
Admintraton Office								
Staff Salaries/Fringe	152,523.00	36,344.91	23.83%	116,178.09	60,202.54	55,975.55		134,385.45
Operating Costs	41,800.00	10,484.23	25.08%	31,315.77		31,315.77		13,000.00
ADMIN SUB TOTAL	194,323.00	46,829.14	24.10%	147,493.86	60,202.54	87,291.32	55.08%	147,385.45
GRAND TOTALS	2,378,116.00	491,801.87	20.68%	1,886,314.13	238,400.94	1,647,913.19	30.71%	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 2025/2027	1,799,041.00		199,893.00		1,998,934.00
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	3,013,264.10	0.00	344,019.45	0.00	3,357,283.55
	3,013,264.10		344,019.45		3,357,283.55

LINE ITEMS	ANNUAL BUDGET July 1, 2025 – June 30, 2026		EXPENDITURES TO DATE SEPTEMBER 2025		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
Staff Salaries/Fringe	906,885.00	69,511.00	213,172.84	15,862.45	693,712.16	53,648.55
One Stop Operator	60,000.00		15,000.00		45,000.00	0.00
Salaries Contract - Finance Dir		83,012.00		20,482.46	0.00	62,529.54
Travel/Mileage	5,000.00	2,000.00	1,369.13		3,630.87	2,000.00
Conference/Meetings	9,450.00	2,550.00	30.00		9,420.00	2,550.00
Unemployment Insurance	0.00	0.00			0.00	0.00
Staff Drug Screen/new hire	250.00	50.00			250.00	50.00
Accounting Services	0.00	9,000.00		1,194.48	0.00	7,805.52
Supplies	10,900.00	1,480.00	2,083.17	210.07	8,816.83	1,269.93
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	3,834.31	665.69	12,465.69	2,334.31
Repairs/Maintenance	1,200.00	1,000.00	147.85	34.65	1,052.15	965.35
Telephone/Internet	12,000.00	2,800.00	2,935.23	604.62	9,064.77	2,195.38
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	2,261.40	114.53	3,038.60	435.47
Postage	581.00	850.00	5.99		575.01	850.00
Advertisement	750.00	1,000.00			750.00	1,000.00
Outreach	12,000.00	20.00	795.20	16.90	11,204.80	3.10
Professional Development – Staff	5,000.00	1,500.00			5,000.00	1,500.00
Professional Dues/Services	1,500.00	3,800.00			1,500.00	3,800.00
Auto (Gas/Maint/Insurance)	11,500.00	2,000.00	4,272.55	361.45	7,227.45	1,638.55
Workforce Board Expenses	0.00	600.00			0.00	600.00
Analysis Survey	5,000.00				5,000.00	0.00
NIST	84,883.00	0.00			84,883.00	0.00
Training & Support - Participants*	1,023,194.00		196,336.68		826,857.32	0.00
					0.00	
					0.00	0.00
Misc. Program Income						
SUBTOTAL	2,183,793.00	194,323.00	444,972.73	46,829.14	1,738,820.27	147,493.86

*Training and Support Breakdown

OJT	10,197.66
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	50,958.93
WORK EXP	92,442.80
SUPPORT	29,543.70
CAA'25	13,193.59

196,336.68

**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 (2 YEAR)	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				RESERVE July 1, 2026 - June 30, 2027		ALL YEARS GRAND TOTALS
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	
Staff Salaries/Fringe	906,885.00	69,511.00			158,118.10	60,385.45	1,194,899.55
One Stop Operator	60,000.00				20,000.00		80,000.00
Salaries Contract Finance Dir		83,012.00				74,000.00	157,012.00
Travel/Mileage	5,000.00	2,000.00					7,000.00
Conference/Meetings	9,450.00	2,550.00					12,000.00
Unemployment Insurance	0.00	0.00					0.00
Staff Drug Screen/new hire	250.00	50.00					300.00
Accounting Services	0.00	9,000.00				7,500.00	16,500.00
Supplies	10,900.00	1,480.00					12,380.00
Furniture/Equipment	10,500.00	3,100.00					13,600.00
Rent	16,300.00	3,000.00			5,000.00	1,000.00	25,300.00
Repairs/Maintenance	1,200.00	1,000.00					2,200.00
Telephone/Internet	12,000.00	2,800.00			6,000.00	1,500.00	22,300.00
Insurance (GL/Cobra/Surety Bond)	1,600.00	6,500.00				3,000.00	11,100.00
Licensing Fees/Assessments	5,300.00	550.00					5,850.00
Postage	581.00	850.00					1,431.00
Advertisement	750.00	1,000.00					1,750.00
Outreach	12,000.00	20.00					12,020.00
Professional Development – Staff	5,000.00	1,500.00			2,000.00		8,500.00
Professional Dues/Services	1,500.00	3,800.00					5,300.00
Auto (Gas/Maint/Insurance)	11,500.00	2,000.00			3,500.00		17,000.00
Workforce Board Expenses	0.00	600.00					600.00
Survey/Analysis	5,000.00						5,000.00
NIST (1ST YEAR)	84,883.00				28,183.00		113,066.00
Training & Support Participants*	1,023,194.00				585,855.00		1,609,049.00
							0.00
Misc. Program Income							0.00
SUBTOTAL	2,183,793.00	194,323.00	0.00	0.00	808,656.10	147,385.45	3,334,157.55

Sumbitted By:

Concurrence of:

Suzanne Torregano, WDB Executive Director

President Michael Cooper, CEO to the Board

Approved by the Workforce Development Board

Mindy Airhart, Chairperson

Date

2026 meeting dates

Executive Committee

January 14 (Nuncz)

April 15 (Towers)

July 15 (Nunez)

October 14 (Towers)

Board meetings

January 28 (Nunez)

April 29 (Towers)

July 29 (Nunez)

October 28 (Towers)

Executive Committee	Business Engagement	Community Development	Development
Mindy Nunez Airhart	Don Shea	Rachel Mackey	
Jerry Repka	Mark Pisani	Michelle Uzee	
Stephanie Dupepe	Dave Kaufmann	Stephanie Dupepe	
Ross Gares	Michelle Hebert	Garrett Giglio	
Chris Abadie	Bill Henley	Cherie Kay Larocca	
	Kelly Phillips	Denise Davillier	
	Keith Espadron	Jerry Repka	
	Jim Carlson	Jonika Fisher	
	Sandy Badinger	Ellis Bourque	
		Liz Mailian	
		David Horchar	

FIRST PLANNING DISTRICT WDBEC MEETING MINUTES

July 16, 2025 – 8:30 a.m.

MEETING INFORMATION

Location	This meeting was held in person at Nunez Community College, 3710 Paris Rd, Chalmette, LA in the Kane Technology Bldg., Rm A-122 Conference Room.			
Attendees	Chairperson Mindy Nunez Airhart	<i>Present</i>	Mr. Chris Abadie	<i>Present</i>
	Mrs. Stephanie Dupepe	<i>Present</i>	Mr. Ross Gares	<i>Absent</i>
	Mr. Jerry Repka	<i>Absent</i>	Mrs. Suzanne Torregano	<i>Present</i>
	Mr. Dave Maziarz	<i>Present</i>	Ms. Stacie Chitwood	<i>Present</i>

CALL TO ORDER

The meeting was called to order at 8:30 a.m. by Chairperson Mindy Nunez Airhart and a quorum was declared.

1. APPROVAL OF MINUTES FROM APRIL 16, 2025

Chairman Nunez-Airhart presented the minutes from the April 16, 2025, executive committee board meeting, and reviewed the action items. A motion for approval was made by Mr. Chris Abadie and seconded by Mr. Dave Maziarz. The minutes were approved by a unanimous vote with no objections or abstentions.

2. REVIEW OF FINANCIAL REPORTS ENDING MAY 31, 2025

Mrs. Suzanne Torregano called attention to the Fund Utilization report showing on target. Mrs. Torregano shared her appreciation for Mr. Maziarz and his team for expending all funds needing to be spent by June 30, 2025, leaving nothing available for recapture. The staff has actively begun spending funds that expire in June 2026. Because new allocations for the upcoming year were not received, Mr. Maziarz had the staff start slowing down new funding enrollments in response to this delay.

The next report reviewed is the Expenditure to Budget report. Our percentage of expenditure in June and staff salaries were at 92.46%. From July to October, Mr. Dave Maziarz and Ms. Stacie Chitwood were actively recruiting new staff, and successfully onboard two new hires in November. In February, we lost one of the tenured staff, and in March we lost one of the new hires. They extended two new job offers in June, and they are currently searching for one more addition. Mr. Maziarz shared that he lost another staff member, due to personal reasons, just the day before this meeting. This staff member was focused on St. Bernard and Plaquemines, but with recent events, was not interested in assisting with services being offered in Plaquemines. Initiatives to develop a robust system of service in Plaquemines, as requested by the board, required staff presence within the parish for approximately 14 days over the last 6 months. Out of these days, the staff member did not attend any of them. Flexibility with scheduling was approved to accommodate these days, however, the Center Manager, the Director of Youth Services, and Mr. Maziarz, covered these days. Without having staffing dedicated to this area, it is challenging. As of today, we do not have a local office within Plaquemines Parish, and Mr. Maziarz has been focused on developing relationships to establish locations where services can be provided. Mrs. Torregano continued the report review with discussing Training and Support finishing at 73.30% of the annual budget. Overall, we spent 82.97%, which Mrs. Torregano shared is a testament of Mr. Maziarz and Ms. Chitwood managing this budget well.

Our next report is the Two-Year Budget report. Mrs. Torregano presented the initial budget approved by the board with actual amounts utilized, and then an amended budget to balance out any negative categories. An example shared was the negative balance under furniture and equipment due to an unforeseen purchase of needed computers, being balanced to a positive balance by utilizing unused funds originally planned for supplies. This new balanced budget will be shared with the full board for approval at the upcoming meeting.

This topic was open for questions with none asked. A motion for approval was made by Mr. Chris Abadie and seconded by Mr. Dave Maziarz. The financial reports were approved by a unanimous vote with no objections or abstentions.

3. ONE STOP OPERATOR CONTRACT REVIEW & RECOMMENDATIONS FOR APPROVAL AT BOARD MEETING

Mrs. Torregano began sharing several contracts requiring board approval. The first is the renewal for JAG, effective 7/1/2025 – 6/30/2026. NTCC operates an out-of-school JAG program, but because they do not always get enough funding, we typically assist with a contract of \$5,800 to assist with travel expenses for the conferences and meetings they attend.

The second is for a renewal to NTCC for the Career Exploration Summer Academy. This contract will be for \$16,875, effective 5/12/2025 – 6/26/2025, to operate the seven-week session with WIOA eligible youth. Previously, we authorized \$15,000 for this program, but with the increase of overall costs, the operational costs increased overall. The third is for the \$50,000 CDBG Grant that was awarded to be utilized for the St. Tammany Parish location of the Career Exploration Summer Academy.

The fourth is the \$20,000 CSBG Grant that was awarded in July to support the Career Exploration Summer Academy and subsequent Summer Work Experience.

The next contract is for the Fiscal Manager contract under St. Tammany Economic Development. This contract has increased approximately \$2,000, to \$80,685, due to increased insurance costs. Mr. Abadie inquired as to whether there will be any issues moving forward resulting from the new incoming St. Tammany Economic Development Director. Mrs. Torregano shared that discussions have taken place that the existing leadership will be spending time with whoever is chosen, to share the importance of this relationship and partnership.

The final contract is the One Stop Operator Contract that is effective 7/1/2025 – 6/30/2026 for \$60,000. Year one deliverables include organizing and facilitating, at a minimum, quarterly Partner meetings to be held in each of the three (3) parish areas. Mrs. Torregano shared that in depth conversations have already been occurring to start canvassing St. Bernard and Plaquemines parishes to find out who the partners are that need to be at the table, just as he has done previously in St. Tammany. Another deliverable listed is the formation of the Workforce Alignment Group, whose purpose will be to promote workforce programs within the three-parish area and facilitate capacity building within the local workforce system to strengthen the coordination of services through cross agency training and service integration. One of the things still being talked about at the state level is regionalization, and Mr. Moore wants us to be positioned to be a front runner should this come through.

Mrs. Torregano also shared recommended policy updates resulting from the monitoring session that was conducted back in February. We recently received a monitoring report that included a few findings under both fiscal and programs. The main administrative concern was regarding the approval of Mrs. Torregano's time and expenses. Our internal policies were updated to show that Mrs. Torregano's timesheet and expenses will now go to the Chairperson of the Board, or to the Vice Chair in the absence of the Chairperson.

The second finding was regarding Fiscal Management Policy 106-16, which needed more definitive language, surrounding cost allocation and what is considered an allowable and unallowable cost. This update includes a chart for reference to explain allowable and disallowable costs. The Purchase Order procedure was clarified around requester and approval signatures. The final update was that all documents requiring a signature will require a printed name moving forward. After all updates were completed, all findings were cleared.

A motion for approval of all mentioned contracts and policy updates to be presented to the board for final approval was made by Mr. Dave Maziarz and seconded by Mr. Chris Abadie. The motion was approved by a unanimous vote with no objections or abstentions.

4. LEGISLATIVE UPDATES

Mrs. Torregano opened discussion of the passing of the One Door bill. The final legislation did not yield everything that was originally asked. We are still conducting the pilot with DCFS and local workforce boards. Most of the remote DCFS workers are now having to return to the office and they are coming into the American Job Centers through this pilot. DCFS has always been a mandated partner, but they were never previously co-housed. DCFS has also had multiple programs that coexist with the workforce program, but communication was not always shared. The soft launch was completed in April, and the hard launch may be occurring within the near future. This pilot will continue

for a year before being released statewide. Mr. Maziarz shared that conceptually, this program makes perfect sense, however, logistically, it will be a massive undertaking.

Another item from a legislative perspective was that there has been active lobbying for block grants, which would consolidate funding for workforce and social services. This is something we the WDB's are opposed to. We are increasing our conversations with partners and legislators to share our opinions. Chairperson Airhart asked if this would result in taking WIOA away. Mrs. Torregano shared that there has been a push for the reauthorization of WIOA that has not happened. WIOA, as it is currently written, is still in effect until they complete the reauthorization.

Mrs. Torregano also shared that we have not received the notice of award for this next fiscal year, which means that we do not have access to the funds that were previously allocated for PY25/FY26. We, as a Workforce Development Board, have been very financially savvy in the way that we manage our funds and make sure that we have enough money in the coffers to at least get us through September 30, ahead of the FY larger allocation amount released on October 1. We are closely monitoring things at the federal level. If the federal government decides to cut back on spending and decides to 'take back' the allocation that was previously approved, we could be in danger.

5. ADDITIONAL UPDATES

Mr. Dave Maziarz shared that two new hires started in June, and he is very excited about both. There is a posting available to replace the staff members lost this week, and we already have several applications. He continued with year-end performance. There was one area that we finished in the red, which has not happened in about four years. We were targeted to finish at 90% in median earnings in the 2nd quarter after exit, and we are showing 77%. Mr. Maziarz shared that he feels there are some issues with not all income being captured, because after multiple incomes being added, the system showed no change in this number. But, out of all 15 categories, we are mostly all green. Truck Driving is where we are taking the hit because of the lack of communication or verifications received, but overall, he is not concerned. Mrs. Torregano shared that considering we are already down four people, with two hired in November (who need ramp up time for performance), she feels the performance achieved is excellent. Another concern shared was about the technological issues, especially those at Nunez. There are frequent issues in both locations with internet and wiring. Recently, we have invested in stronger processing computers for three stations that have been working much better. If this yields the expected output, we will slowly begin updating other workstations to help increase workload and efficiency. We also have two laptops that literally have duct tape holding it together that were recently replaced.

Mr. Maziarz shared that he recently submitted an application to the department of commerce that may be awarded in September for a Cyber Security Grant.

MEETING ADJOURNED

Chairperson Nunez-Airhart opened the floor for any other public comments. With no additional business to be discussed, a motion to adjourn was made by Mr. Chris Abadie and seconded by Mr. Dave Maziarz. The meeting was adjourned at 10:15 a.m.

ACTION ITEMS

- Review committees for upcoming board meeting.