

FIRST PLANNING DISTRICT CONSORTIUM

WORKFORCE DEVELOPMENT BOARD

November 4, 2024

Notice is hereby given that there will be an Executive Committee meeting of the First Planning District Workforce Development Board on **Monday, November 18, 2024 at 8:30 a.m.** at the Slidell Towers Building, 520 Old Spanish Trail, 5th Floor, Slidell, Louisiana.

AGENDA

1. Review of financial reports ending September 30, 2024
 - a. DW funds transfer update
 - b. Review of bank statements on monthly basis

2. Review and discuss 2025 deliverables
 - a. One Stop Operator – due by July 1, 2025
 - i. Suggested release February, 2025
 - ii. Need OSO review committee
 - iii. Suggested timeline
 - iv. Amount
 - b. Board certification – due by April 2025
 - c. Center certification – due by September 2025

3. Discuss 2025 Board meeting schedule
 - a. Suggesting January, April, July, October

4. Review and discussion of agenda items for November 20 board meeting
 - a. Approval of Revised Policies
 - b. Update on LWC's Monitoring for 2022 - 2023

5. Other Business

6. Review of action items

Mindy Nunez Airhart

Mindy Nunez Airhart, Chairman

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FIRST PLANNING DISTRICT WDB MEETING MINUTES

August 13, 2024 – 8:30 a.m.

MEETING INFORMATION

Location This meeting was held in person at the Northshore Pastoral Center in St. Tammany Parish.

Attendees	Chairman Alan Thriffiley Mr.	Mrs. Mindy Nunez Alrhart	Mr. Ross Gares
	Mrs. Stephanie Dupepe	Mr. Jerry Repka	Mr. Dave Maziarz
	Mrs. Suzanne Torregano	Mrs. Melissa Kirsch	Ms. Stacie Chitwood

CALL TO ORDER

The meeting was called to order at 8:38 a.m. by Chairman Alan Thriffiley and a quorum was declared.

1. REVIEW OF FINANCIAL REPORTS

Mrs. Suzanne Torregano called attention to the Two Year Budget Expense report stating that most categories listed came in under budget on target with planned carry over funds of \$ 639,084.11. Mrs. Torregano reminded the board members that the team is still understaffed three positions which is included in this carry over total, but recognition is needed for maintaining successful performance metrics.

Mrs. Torregano continued to the Fund Utilization report showing that all money required to be spent prior to June 30, 2024 was expended and there are no funds currently at the risk for recapture from the state.

For the board meeting, Mrs. Suzanne Torregano is recommending a budget revision be brought to the board for approval. Upon the closing of the fiscal year, there are minor adjustments needed to balance multiple line items on the two year budget report. Revisions include moving (1) \$30 from Supplies to balance Accounting Services, (2) \$90 from Repairs/Maintenance to balance Rent, (3) \$170 from Rent to balance Telephone/Internet, and (4) \$11,000 from AARP program to AARP admin. Initially all AARP funds were directly put into program funds, but the total revision amount was used on administrative costs.

Mrs. Torregano continued to the proposed budget for the upcoming fiscal year through the end of June 30, 2026. Even with the small cut that we received, staff were able to receive merit raises based off annual reviews. The maximum increase of 5% was available with the average of 4% increase received. Mr. Ross Gares inquired as to whether these raises were issued because of the staffing shortages, but Mr. Maziarz confirmed that these positions are still planning to be filled. Chairman Thriffiley inquired as to how the staff reacted to the salary adjustments, to which Mr. Maziarz explained that he believes they were happy overall. He mentioned that there are always going to be those who want and hope for more, but with awareness of budget cuts our mantra has become to do more with less.

2. REVIEW OF NEW FISCAL BUDGET FOR PRESENTATION TO FULL BOARD

Mrs. Kirsch began with sharing that our new allocation totals \$1,458,133 which is \$53,000 less than the previous year. Multiple larger areas lost about one million dollars each, and only one location received funds, but nothing substantial. Mr. Maziarz shared that in his opinion it feels like we lost a million dollars because of the previous emergency grants. If you look at all of the 15 boards, only 5 took the opportunity to receive emergency grant dollars, and that was about a million dollars over the last 48 months. Mrs. Torregano also shared that because of our consistency in performance the state is very willing to offer us reallocated funds. Mrs. Kirsch mentioned that is why we actually have money in carryover. By receiving those additional funds, we spent only old money.

Chairman Thriffiley inquired as to whether the salary contract for a finance director was in regard to Ellen, our Fiscal Manager, and if it was increasing. Mrs. Torregano informed the members that the annual salary the board approved in May was approximately \$72,000, but shortly afterwards, information was received from St. Tammany Corp that their health insurance premiums had increased. With that increase along with a merit increase, her contract will need to be revised. Chairman Thriffiley verified that Ellen is a retired employee that is currently employed through contract with St. Tammany Corp, but asked as to whether there is any information as to how long we are anticipating keeping

her in this position. Mrs. Kirsch explained that Ellen unfortunately cannot do it financially, and she will be in position for a few more years. Chairman Thriffiley asked for details in regard to what is covered under Accounting Services to which Mrs. Kirsch explained that was our accounting software. Rent was also decreased because of the office closing in the Plaquemines center. Outreach increased as well because of AARP program awareness.

3. UPDATES AND DISCUSSION ON REPLACEMENT OF CHAIRMAN AND OUTGOING MEMBERS

After an extensive search, Chairman Thriffiley shared that he will be leaving office effective August 21st and that Mrs. Mindy Nunez Airhart is planned to replace him. At the upcoming meeting, we are going to ask for nominations in the open, on the floor, where anyone can be nominated. Mr. Ross Gares offered to nominate Mrs. Airhart at the meeting. Mrs. Kirsch also shared that Mr. Floyd Baker's replacement will be present at this meeting, and will be introduced, along with three other new members to be sworn in.

4. REVIEW AND DISCUSSION ON POLICY REVISIONS

Mrs. Suzanne Torregano opened this topic by sharing that during our recent monitoring finding an update was needed for our Financial Management Systems Policy: 106-16. Our policy was almost word for word to expectation with exception of the source of funding including the FAIN. This update was copied exactly as the CFR states it. This will need to be an action item at the upcoming meeting.

5. REVIEW AND DISCUSSION ON REVISION TO FINANCIAL SERVICES CONTRACT APPROVED AT MAY BOARD

Mrs. Torregano stated that this is Ellen's contract that was previously mentioned. When looking at the budget, Ellen's contract was approved in May, after which St. Tammany Corp sent documentation stating that their insurance was increasing. After reviewing this change along with her merit increase, her contract amount would increase by \$5,087. This will need to be brought to the board to reapprove her contract with the correct total.

6. REVIEW AND DISCUSSION ON NTCC REGISTERED NURSE AGREEMENT

Mrs. Torregano shared that Dr. Jim Carlson from Northshore Technical Community College contacted us in hopes of braiding funds to support their continued RN Program. Approximately two years ago, the campus started an RN program that was 100% funded from monies received from the state; however, they received short notice that these funds were not going to be renewed. There was a wait list of students and the next scheduled cohort is scheduled to begin in August. Healthcare is one of our area's largest industries and there is a large shortage of RNs currently. Because of this, we have offered to assist funding by covering one of the salaries of the instructors. The national nursing board states that there has to be one instructor for every eight students. We completed assessments on students, and will enroll at least eight of them in WIOA so that we can also provide supportive services as needed. We agreed to enter a contract with Northshore Technical Community College for this year.

Mr. Mazlarz shared that the staff are currently reviewing 25 students, but the issue we are facing currently is that we can not currently enroll them. Most of these students are currently employed and do not qualify for WIOA; however, most will need to stop working once training starts. We will just have to wait for the timeliness to make it all fit. Mrs. Kirsch included that some of these will need supportive services including transportation and childcare. This is not something we typically do, with the last time being almost ten years ago at Nunez Community College. Our law does allow us, in these circumstances where there is a large demand and additional capacity is needed, for our funding to assist.

Mr. Ross Gares asked as to why other boards that share input into this program are not sharing the funding, and Mrs. Torregano explained that the students we are assessing are only from St. Tammany Parish. Mrs. Kirsch explained that Dr. Carlson could likely talk to the board in Tangipahoa, but she is not aware of whether he has or not. Mrs. Kirsch mentioned that all of the hospitals across our areas are very generous with these programs. This is just one of many that garner their support. Two of these hospitals have already written letters of support and have increased their awareness for the need of RNs. These are also locations that are willing to hire these graduates immediately.

7. UPDATE ON MONITORING

Mrs. Torregano mentioned that the state had come back with a book of findings from our monitoring in February. We went through and submitted our response respectfully disagreeing with about 95% of their findings because of the way that they wrote them. For example, they wanted us to make sure that we sent people who were already facing multiple barriers out to assess different organizations within St Tammany Parish, to come back to us, to inform us that nobody else was available to assist them with transportation. Another was an example of an OJT where they were writing us up because we did not have a certification upon completion. You are not going to get a certification from OJT, rather you will get on the job training and experience. We have received an email from Osmar, our Assistant Secretary, acknowledging the issues with our monitoring process. He is acknowledging the issues such as us receiving over 800 monitoring findings where only two may be valid, and they are going to make some changes moving forward. As a team, we are going to continue focusing on training and utilizing our internal monitor to improve our internal case management. Overall, there were no disallowed costs.

8. UPDATE AND DISCUSSION ON CURRENT INITIATIVES

Mr. Maziarz shared that in response to lower budgets, we had created our own filters in preparation for decreased funds and mandated that funding was focused on only those who met the low-income level requirement. When we began to see that we were in a position to have some rollover in the last two quarters, we resumed normal practice of including those that are underemployed but still under the 200% limit.

Mr. Maziarz is also working on putting parameters on how we can incorporate apprenticeships and increase awareness. There has been a lot more attention across the state this year, but this is not an area we have typically funded. To be funded, the apprenticeship needs to be an approved program on the ETPL, and until recently there were very few listed. Over 38 were added at the beginning of the calendar year, but most are located in the Baton Rouge or New Orleans area. Mr. Maziarz is currently trying to find the right match on already approved apprenticeships so that we can start plowing the pathway and figuring out how we can do it.

9. OTHER BUSINESS

Chairman Thriffley mentioned that the Boys State is going to be moved from Baton Rouge to Southeastern University. Boys State takes an incoming senior that is nominated through the VFW. They create a program where they mimic running the state, passing bills, etc. These students make a lot of contacts and this is a big deal for the Hammond Area.

MEETING ADJOURNED

Chairman Alan Thriffley then opened the floor for any other public comments. With no additional business requesting to be discussed, the meeting was adjourned at 9:39 a.m.

ACTION ITEMS

EXECUTIVE DIRECTOR

- Update the budget descriptions of categories for full meeting.

FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD

FUND UTILIZATION REPORT

Month ending **SEPTEMBER2024**

Adult	Admin	Program	Total Allocation	Expended 30-Sep-24	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/25
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			5,109.08	5,010.92	45.94%		45.94%	6,010.92
FY24 expires 6/25		408,796.00	454,218.00	163,399.48	245,396.52	39.97%	180,951.03	84.24%	64,445.49
FY24 expires 6/25	45,422.00			0.00	45,422.00	0.00%		0.00%	45,422.00
PY24 expires 6/26		89,776.00	99,751.00	0.00	89,776.00	0.00%	0.00	0.00%	
PY24 expires 6/26	9,975.00			0.00	9,975.00	0.00%		0.00%	
FY25 expires 6/26		366,884.00	407,649.00	0.00	366,884.00	0.00%	0.00	0.00%	
FY25 expires 6/26	40,765.00			0.00	40,765.00	0.00%		0.00%	
	107,282.00	965,540.00	1,072,822.00	268,592.56	304,229.44	25.04%	180,951.03	41.90%	115,878.41
Dislocated Worker									
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%		0.00%	13,308.00
FY24 expires 6/25		384,336.00	427,040.00	196,097.73	188,238.27	51.02%	43,215.47	62.27%	145,022.80
FY24 expires 6/25	42,704.00				42,704.00	0.00%		0.00%	42,704.00
PY24 expires 6/26		128,648.00	142,942.00	0.00	128,648.00	0.00%		0.00%	
PY24 expires 6/26	14,294.00			0.00	14,294.00	0.00%		0.00%	
FY25 expires 6/26		415,406.00	461,562.00	0.00	415,406.00	0.00%		0.00%	
FY25 expires 6/26	46,156.00			0.00	46,156.00	0.00%		0.00%	
	116,462.00	1,048,157.00	1,164,619.00	315,864.73	348,754.27	30.14%	43,215.47	30.83%	201,034.80
Youth									
PY23 expires 6/25	54,782.00		547,821.00	54,782.00	0.00	100.00%		100.00%	0.00
PY23 expires 6/25		493,039.00		182,484.71	310,554.29	37.01%	75,921.36	52.41%	234,632.93
PY24 expires 6/26		457,419.00	508,243.00	0.00	457,419.00	0.00%		0.00%	
PY24 expires 6/26	50,824.00			0.00	50,824.00	0.00%		0.00%	
	105,606.00	950,458.00	1,056,064.00	237,266.71	818,797.29	22.47%	75,921.36	29.66%	234,632.93
Grand Total	329,350.00	2,964,155.00	3,293,505.00	821,724.00	2,471,781.00	24.95%	300,037.86	34.06%	551,546.14

FPD WDB EXPENDITURES TO BUDGET REPORT
through SEPTEMBER 30, 2024

Budget Line Items	ANNUAL BUDGET JULY 2024 - JUNE 2025	9/30/2024	% EXP	BALANCE OF FJNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% W/ OBS	RESERVE FOR FUTURE YEAR 07/24 - 6/25
Tri-Parish Centers - Program								
Staff Salaries/Fringe	916,427.00	212,984.21	23.24%	703,442.79		703,442.79	23.24%	90,592.00
Operating Costs	153,920.00	30,899.03	20.07%	123,020.97	45,000.00	78,020.97	49.31%	1,350.00
OVERHEAD SUBTOTAL	1,070,347.00	243,883.24	22.79%	826,463.76	45,000.00	781,463.76	26.99%	91,942.00
Training & Support for Clients								
Plaquemines	90,000.00	11,066.31	12.30%	78,933.69	75.00	78,858.69	12.38%	53,112.00
St. Bernard	250,000.00	44,375.72	17.75%	205,624.28	29,431.16	176,193.12	29.52%	156,175.00
St. Tammany	718,480.00	103,665.00	14.43%	614,815.00	230,081.70	384,733.30	46.45%	210,713.00
TRAINING/SUPPORT SUBTOTAL	1,058,480.00	159,107.03	15.03%	899,372.97	259,587.86	639,785.11	39.56%	420,000.00
			#DIV/0!	0.00	0.00	0.00	#DIV/0!	
								0.00
								0.00
Tri-Parish Sub Total	2,128,827.00	402,990.27	18.93%	1,725,836.73	304,587.86	1,421,248.87	33.24%	511,942.00
Admintraton Office								
Staff Salaries/Fringe	150,889.00	41,771.99	27.68%	109,117.01	61,932.93	47,184.08	68.73%	120,000.00
Operating Costs	49,420.00	10,853.46	21.96%	38,566.54		38,566.54	21.96%	15,778.00
ADMIN SUB TOTAL	200,309.00	52,625.45	26.27%	147,683.55	61,932.93	85,750.62	57.19%	135,778.00
GRAND TOTALS	2,329,136.00	455,615.72	19.56%	1,873,520.28	366,520.79	1,506,999.49	35.30%	647,720.00

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
					0.00
CAA - SUM 24 Carryover	18,480.00				18,480.00
GNO INC.	20,000.00				20,000.00
					0.00
GRAND TOTAL	2,640,769.00	0.00	336,087.00	0.00	2,976,856.00

LINE ITEMS	ANNUAL BUDGET July 1, 2024 – June 30, 2025		EXPENDITURES TO DATE SEPTEMBER 2024		BALANCE	
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN
	Staff Salaries/Fringe	916,427.00	72,793.00	212,984.21	22,083.71	703,442.79
One Stop Operator	54,000.00		13,500.00		40,500.00	0.00
Salaries Contract - Finance Dir		78,096.00		19,688.26	0.00	58,407.74
Travel/Mileage	12,000.00	2,000.00	682.91	303.10	11,317.09	1,696.90
Conference/Meetings	3,000.00	700.00	2,062.57		937.43	700.00
Unemployment Insurance	0.00	0.00			0.00	0.00
Staff Drug Screen/new hire	250.00	200.00	20.00		230.00	200.00
Accounting Services	0.00	9,500.00		1,868.93	0.00	7,631.07
Supplies	12,175.00	3,270.00	928.97	28.96	11,246.03	3,241.04
Furniture/Equipment	3,000.00	2,600.00			3,000.00	2,600.00
Rent	15,200.00	3,500.00	3,528.07	671.93	11,671.93	2,828.07
Repairs/Maintenance	1,200.00	1,000.00	133.31	42.61	1,066.69	957.39
Telephone/Internet	12,000.00	3,000.00	2,854.55	488.75	9,145.45	2,511.25
Insurance (Gl/Cobra/Surety Bond)	1,600.00	6,500.00		4,960.06	1,600.00	1,539.94
Licensing Fees/Assessments	5,050.00	550.00	1,571.37	40.62	3,478.63	509.38
Postage	700.00	750.00	78.00	5.80	622.00	744.20
Advertisement	750.00	2,000.00			750.00	2,000.00
Outreach	13,495.00	0.00	2,014.78		11,480.22	0.00
Professional Development - Staff	7,500.00	1,500.00			7,500.00	1,500.00
Professional Dues/Services	1,500.00	3,800.00			1,500.00	3,800.00
Auto (Gas/Maint/Insurance)	10,500.00	8,000.00	3,524.50	2,006.13	6,975.50	5,993.87
Workforce Board Expenses	0.00	550.00		436.57	0.00	113.43
Training & Support - Participants*	1,058,480.00		159,107.03		899,372.97	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
Misc. Program Income						
SUBTOTAL	2,128,827.00	200,309.00	402,990.27	52,625.43	1,725,836.73	147,683.57

*Training and Support Breakdown

OJT	8,106.47
CLASSROOM, ITA, BUSINESS SRVS, YOUTH SRVS, TUITION	50,282.00
WORK EXP	61,255.57
SUPPORT	20,982.99
CAA '24	18,480.00
	0.00
	159,107.03

One Stop Operator Procurement Process

1. Current OSO: Castle of Dreams, LLC; Bryan Moore
2. Duties: coordinating the service delivery of required one-stop partners and service providers
3. Current contract amount: \$54,000/year (\$4500/month)
4. Requirements:
 - a. We must post RFP for 30 days
 - b. We must ensure as many potential applicants receive the RFP so as to garner as much response as possible.
 - c. We will be utilizing most of what was in our last RFP as the job duties, as of right now, have not changed.
5. Suggested timeline:
 - a. Review RFP: January, 2025
 - b. Release RFP: February 1, 2025
 - c. Close RFP: COB March 2, 2025
 - d. Committee begins review of submittals: end of March, 2025
 - e. Decision made: May 1, 2025
 - f. Offer extended: by May 15, 2025
 - g. Contract in place by June 15, 2025
 - h. New contract start date. July 1, 2025

Policy Updates

1. Need all policies to show current ED name.
2. 001-10: EO Corrective Action & Sanctions: After state training, we updated our policy with most current information
3. 001-16: Discrimination and Complaint Policy & Procedure: After state training, we updated our policy to have most current language & forms
4. 002-16: Grievance and Complaint Policy & Procedure: After state training, we updated our policy to have the most current language
5. 100-16: WIOA Definitions & Acronyms: Added clarification language under underemployed to match youth underemployed:
 - A. The individual's wages are less than or equal to 200% of the poverty level for family size, or
 - B. The individual is not employed full-time even though earning a wage of self-sufficiency; or
 - C. The individual is in a position that does not provide any reasonable prospects for upward mobility; or
 - D. The individual has skill sets which do not match or align with the skills needed for high demand/growing occupations in the local labor market, or
 - E. The individual has appropriate skill sets, but jobs requiring those skills are limited or do not exist in the local labor market; or
 - F. The individual has little or no fringe benefits, such as health care.
6. 102-16: Equal Employment Opportunity. After state training, we updated our policy to have most current language
7. 105-16: Personnel: Under travel & reimbursement, updated to show that we will follow most current meal rates published by U.S. General Services Administration, by location.

If an employee's work requires that they travel out of their home parish and such travel extends 12 hours or more, they will be reimbursed meal cost(s) at the most current M&IE published by the U.S. General Services Administration, by location. The current published rates are as follows:

- Breakfast - \$16.00 (The 12-hour travel duration must begin at or before 7am)
- Lunch - \$19.00 (Requires 12-hour duration in travel)
- Dinner - \$28.00 (The 12-hour travel duration must end at or after 7pm.)

8. 114.16: Work Based Training Activities: Changes made:
 - a. WEX hourly rate: \$15.00 (up from \$12.00) to match the hourly rate for transitional jobs.
 - b. Transitional jobs: Increased the # of hours allowed from 336 to 1040; This increase will align better with the intent of providing individuals with significant barriers the full benefit of establishing a work history.

9. 117.16: WIOA Youth Services:
 - a. **Old version stated:** A \$7,500 maximum investment amount per youth participant has been established and is inclusive of all training and/or supportive service payments. In order to exceed this amount for a participant, the funding waiver policy must be followed. Refer to the Classroom Training policy for more details on the process for requesting a waiver.
 - b. **New version updated to reflect:** A maximum funding amount per youth participant is established annually and is inclusive of all training, support, and/or incentive payments for the duration of program participation. To exceed this amount for a participant, the funding waiver policy must be followed. Refer to the Classroom Training policy (FPD 113.16) for more details on the process of requesting a waiver.