

FIRST PLANNING DISTRICT

WORKFORCE DEVELOPMENT BOARD

November 8, 2024

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, November 20, 2024 at 8:30 a.m.** This meeting will be held at the St. Tammany Government Towers Building, 520 Old Spanish Trail, 5th floor, Slidell, Louisiana.

AGENDA:

- 1. Call to order.....Mindy Nunez Airhart, Chairman
- 2. Welcome and Introductions.....Mindy Nunez Airhart (5 minutes)
- 3. Invocation.....Suzanne Torregano
- 4. Comments from the Chairman.....Mindy Nunez Airhart (5 minutes)
- 5. Approval of August meeting minutesMindy Nunez Airhart (2 minutes)
- 6. Review of Expenditure Reports through September 2024.....Suzanne Torregano (5 minutes)
(Questions only)
- 7. Review and approval of Revised Policies (Action Item).....Suzanne Torregano (10 minutes)
- 8. Updates and discussion.....Suzanne Torregano (10 minutes)
 - a. Schedule of board meetings for 2025
 - b. Deliverables in 2025
 - c. I.W.C final monitoring
 - d. What’s happening at LWC
- 9. Updates and discussion on current initiatives.....Dave Maziarz (10 minutes)
- 10. One Stop Operator Updates.....Bryan Moore (5 minutes)
- 11. Other Business
- 12. Review of action items
- 13. Public Comment Period

Mindy Nunez Airhart

Mindy Nunez Airhart, Chairman

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FIRST PLANNING DISTRICT WDB MEETING MINUTES

August 21, 2024 – 8:30 a.m.

MEETING INFORMATION

Location This meeting was held in person at Nunez Community College, Student Testing and Career Counseling Center, 3710 Paris Road, Chalmette, LA.

Attendees	Chairman Alan Thriffiley	Mr. Chris Abadie	Mr. Floyd Baker
	Mr. Ellis Borque	Dr. James Carlson	Mrs. Ashley Evanson
	Mr. Ross Gares	Mr. David Kaufmann, Jr.	Mrs. Chiquita Lattimore
	Mrs. Rachel Mackey	Mrs. Elizabeth Maillian	Mrs. Mindy Nunez Airhart
	Mr. Jerry Repka	Mrs. Melissa Kirsch	Mrs. Suzanne Torregano
	Mr. Dave Maziarz	Ms. Stacie Chitwood	

1. CALL TO ORDER

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

2. WELCOME AND INTRODUCTIONS

Chairman Alan Thriffiley thanked everyone for being in attendance and introduced the newest board member, Dr. Sherry LaRocca, Vice Chancellor of Education at Nunez Community College.

3. INVOCATION

Mrs. Suzanne Torregano gave the invocation.

4. COMMENTS FROM THE CHAIRMAN

Chairman Thriffiley opened this topic with reminding the board that this will be his final board meeting as his term is ending. He shared that his time with this board has been wonderful.

5. WELCOME COMMENTS FROM DR. TINA TINNEY, CHANCELLOR OF NUNEZ

Dr. Tinney from Nunez Community College greeted everyone present and thanked everyone for conducting this meeting in their new building which opened in July. She explained this will be a place where they convene students, faculty and staff, as well as business and industry partners in the community. She said they take the work that they do in educating their community and citizens very seriously.

6. SWEARING IN OF NEW MEMBERS

Chairman Alan Thriffiley swore in Dr. Larocca.

7. APPROVAL OF MAY 22, 2024 MEETING MINUTES (ACTION ITEM)

Chairman Thriffiley presented the minutes from the May 22, 2024, board meeting, and reviewed the action items. A motion for approval was made by Mr. Chris Abadie and seconded by Mrs. Mindy Nunez Airhart. The minutes were approved by a unanimous vote with no objections or abstentions.

8. REVIEW OF FISCAL YEAR 2023/24

Mrs. Torregano was recognized to address the board to discuss an overview of our expenditures and performance of our current program year from July 1, 2023, to April 30, 2024. With this being the first official meeting after the end of our fiscal year, the first thing to be addressed are some highlights of our last fiscal year. This is an exciting time for us and Dave, and his team have done a lot with little. Midway through this past fiscal year, they lost four employees. Dave did not backfill those positions unfortunately. He has been actively looking but has not received qualified candidates. Mrs. Torregano commended Dave and his team for performing the way that they have over the last year.

Two years ago, because of some disaster grants, we had a nice size budget of \$3,167,555. TPW was able to spend 79% of that in total expenditures, and then 54% of that was able to be used on our participants in training and support expenditures. In this past year, our budget total was \$2,426,196. We had 76% of total expenditures and then 40% of that was utilized on training and support. We were able to make sure that we maintained \$591,000 to carry forward. We were able to get 2 grants: \$50,000 CDBG grant and \$20,000 from our community action agency. We also received an additional \$200,000 from LWC, which allowed us to support additional participants' training expenditures. This past year, we spent 52% on staff salary and fringe, 40% on participant training and support and 8% on operating costs.

Next, when we look at our training expenditures by the funding category, we had 156 participants that we helped with

classroom training, 15 with on-the-job training, and 237 were helped with supportive services. In our work with youth, we were able to put 76 in a work experience. The disaster grant we had through July 31, 2023, allowed us to help 18 additional participants. Looking at our training investments by industry, 30% of our participants went into transportation and logistics, 16% went into healthcare, 29% went into youth work experience and career exploration, and 10% chose business and other occupations, and lastly, 15% went into welding and craft trades. Based on what we've been discussing strategically, as well as what the data is showing us, this is in line with our priority industries. When we look at center traffic year over year, back in 2021, 2022 the total activities were 7720, 9861, and this past fiscal year, the traffic across our Tri Parish Works offices reached 11,260. To maintain this level of calls and appointments, while being understaffed, is truly commendable.

Finally, some notable accomplishments: providing workforce services to over 400 local employers - which equates to approximately \$8 million+ in wages back into the communities by connecting job seekers to employers; a 10 to 1 return on investment for every dollar spent on training; \$3 more an hour earned by individuals receiving comprehensive WIOA services versus just basic services; and most of those who receive jobs had an average of nearly \$17/hr. We had over 100 appointments scheduled through a fully integrated online scheduler that Dave and his team created and gave access to potential participants. We expanded our summer youth programming throughout all three parishes; co-hosted a reentry job fair, as well as eight employer hiring events throughout the year; and began monthly proctoring of WorkKeys testing at the Slidell TPW center. Textron is one of the employers utilizing that service. This is our second annual grant from AARP. With no further questions or comments, Mrs. Torregano concluded this agenda item.

9. REVIEW AND APPROVAL OF BUDGET REVISION (ACTION ITEM)

Mrs. Torregano began sharing that our new allocation for the new fiscal year is \$1,458,133 which is \$53,000 less than the previous year. Multiple areas lost up to one million dollars each, and only one location received more funds than the previous year, but nothing substantial. Mr. Maziarz shared that in his opinion it feels like we lost a million dollars because of the previous emergency grants. Mrs. Torregano also shared that because of our consistency in performance, the state often reaches out to award us additional funds – especially when they need to be spent by a certain time. The additional funds offered totaled \$200,000. Mrs. Kirsch mentioned that is why we have money in carryover. By receiving those additional funds, we spent only old money this past year. A motion for approval was made by Mr. Dave Kaufmann and seconded by Mr. Ross Gares. The revisions were approved by a unanimous vote with no objections or abstentions.

10. REVIEW AND APPROVAL OF NEW FISCAL YEAR BUDGET (ACTION ITEM)

Mrs. Torregano began explaining that our current allocation is \$1,620,147. On the suggested budget, you will notice a slight increase in our staff salaries and fringe. We provided an option for merit-based raises for our staff of up to 5%. We thought it prudent to make sure that our staff feel appreciated for everything that they've done. After performance appraisals, the average across the board was about 4%. A lot of the other categories are pretty much the same. One thing that Dave and I discussed is the professional development budget. We increased that line item a bit. We feel like these staff professional development opportunities will go a long way with staff, especially since we can't pay them top dollar. Our admin allocation is 10% of the total budget. That is everything for the budget for this upcoming year. A motion for approval was made by Mr. Jerry Repka and seconded by Dr. Jim Carlson. The budget was approved by a unanimous vote with no objections or abstentions.

11. REVIEW AND APPROVAL OF REVISION TO FINANCIAL SERVICES AGREEMENT (ACTION ITEM)

Mrs. Torregano introduced the next agenda item – discussion of Ellen's finance director contract. Ellen retired, and the person that we hired as our finance director was here for a short period of time and then quit. We weren't able to bring Ellen back because of retirement, but we hired her under St Tammany Corp. The original contract was approved at the last board meeting. We then received documentation from St. Tammany Corp that the health insurance increased. We had to account for the increase. Also, after the last board meeting, we decided to conduct the merit-based raises and Ellen received a 5% raise. These two items have increased the value of this contract by \$5,087. We need approval to continue to move forward with her contract. Mr. Jerry Repka made a motion for approval, and it was seconded by Mrs. Mindy Nunez Airhart. The revisions were approved by a unanimous vote with no objections or abstentions.

12. REVIEW AND APPROVAL OF NTCC REGISTERED NURSE AGREEMENT (ACTION ITEM)

Mrs. Torregano introduced Dr. Carlson to explain the basis behind this contract. North Shore Technical began a registered nurse program in fall, 2023. It is the first RN associate level program on the North Shore. NTCC accepted a new cohort for the fall 24 and in spring of 24. So, this year, NTCC should have received funding to help support the new program that we had done on one time grant funds last year, but the Board of Regents chose not to run the funding over this year, and therefore we received less money this year for last year's performance, which was our all-time high enrollment. Now we must do more with less funding, because we're taking in a third cohort of RN students this fall, and because of the way that it works, we found ourselves in a jam. Because of the rules of the Nursing board, there must be 1 instructor for every 8 students. Because we are in need of funding to cover the costs of the instructors, I reached out to Melissa and Suzanne. Mrs. Torregano explained the level of research that went into determining our ability to assist and found that there is an extreme need for registered nurses across the parish and region. Because of this need and the need to build capacity among our healthcare partners, we were able to offer support. Dr Carlson's CFO was able to provide the salary and all the fringe costs for the RN professor and Dave and his team have been actively working to qualify and review students. Per Dr. Carlson, they are hopeful that the students will qualify and receive a Pell Grant to cover tuition. If the students enrolled in WIOA need further assistance, we will be able to offer supportive services. This is a one-year contract, which hopefully gives Dr Carlson some breathing room to identify future funding. What we're bringing before you today is the contract that we have done with NTCC for the salary of one of their instructors.

Mr. Bryan Moore shared that this is a perfect example of how a public workforce system is supposed to work. We have shared customers. We have shared resources for shared services. And what we have when we have one partner trying to get something done and we find gaps that are there, we should really lean on one another to help fill those gaps in an efficient manner whereby our customers are not going to be adversely impacted.

With no further questions from the board, Mr. Jerry Repka made a motion for approval of, and it was seconded by Mr. Keith Espadron. The Contract was approved by a unanimous vote with no objections or abstentions.

13. REVIEW AND APPROVAL OF POLICY REVISIONS

Mrs. Torregano opened this topic by sharing that during our recent monitoring session, a finding needed a follow up to our Financial Management Systems Policy: 106-16. Our policy was almost word for word with the exception of the source of funding including the FAIN. This update was copied exactly as the CFR states. With no further questions from the board, Mr. Jerry Repka made a motion for approval of, and it was seconded by Mr. Ellis Borque. The revision was approved by a unanimous vote with no objections or abstentions

14. UPDATE FROM ONE-STOP OPERATOR

Mr. Bryan Moore began by stating a lot of his activities are ongoing. So, when he talks about having one on one discussions with our partners ongoing, we're required to have at least four meetings whereby all the parties come in and discuss working together on shared customers, shared services. I maintain those individual relationships with our partner agencies. I make it a point to check in to talk about how we make our partnerships more efficient and more effective. WIOA reauthorization has been underway for quite some time now, so I'm constantly reviewing every iteration of bills that come out. It seems like the House bill may not go anywhere. There's a Senate bill that's now out for public comment and feedback. That's going to make some significant changes too. We're watching very closely and providing feedback, not only to our congressional delegation, but also to national advocacy groups on what we think is good, bad and ugly about what's being proposed. Suzanne and I are both part of the government's Task Force, where we sit on the infrastructure work group. We've had two meetings thus far with the work group, and the primary work has the responsibility of identifying all the physical infrastructure across the state for each workforce partner. We're focusing on, obviously, the American Job Center, Department of Children and Family Services, LCTCS and others. We look at what do we look like across the state for that physical infrastructure, what condition are those infrastructures in, does each location has broadband and type of broadband. We are to make recommendations based on our current realities throughout the state. We are looking at infrastructure in our urban communities and our suburban communities, and, yes, also in a rural community, because all those geographic areas are going to require some unique strategy to provide the quality services we provide at the job centers.

15. UPDATES AND DISCUSSIONS ON CURRENT INITIATIVES

Mr. Dave Maziarz began with follow-up from the previous meeting about forecasting growth in our services provided, both funded and non-funded, after four consecutive years of reduced funding. At the last meeting, all three centers reported 6,570 people served through January, with the expected forecast of 11,000 served by the end of the program year. Currently in August, we are reporting 9,056 served indicating that we are on track to match that anticipated target. Even with approximately 30% less staff than the previous year, there is pride in the fact that the centers are finding ways to continue to bring more services to more people.

Mr. Maziarz continued by showing the breakdown of each category of negotiated targets across all 15 regions throughout the state. By the end of the program year in June, the goal is always to hit 100% in each category, but there is a minimum expectation to achieve above 90%. Overall, there were only four regions within the state that achieved above 90% across all categories. The purpose in sharing this report is to demonstrate that many regions within the state of Louisiana failed at least one category. Mr. Maziarz continued by explaining that each area is not up against the same individual target. Every year, individual targets are negotiated between last year's target, last year's final performance, and this year's suggested target. An example provided was Youth measurable skills gain. Our region has the highest target in this category for the state, and we are pacing at 6th place.

Highlights include the ongoing youth programs mentioned earlier that are both practical and applicable to their individual parishes. AARP continues to be a remarkable program with interesting participants including siblings of high-ranking political names, an Emmy award winning tv producer who is a transplant from California, along with multiple homeless participants who haven't worked in over a decade. Within the first quarter report that ended in March, Tri Parish Works is one of the 6 current community-based programs, and represented over 50% of the participants who became employed throughout all 6.

Additionally, the LAPRI program is still ongoing, working with United Way and Catholic Charities. One of the spin offs that came from this was the bicycle donation because of frequent transportation barriers. It began with LAPRI but has impacted those struggling with transportation in every funding category. We are now up to 10 bicycles that have been donated starting with St. Tammany Sheriff's Department. And thanks to social media updates, we have 50% of our current bikes donated from those within the community.

Lastly, business services have completed 20 contracts year to date, with 10 of those being renewals.

16. ELECTION AND INSTALLMENT OF BOARD CHAIRMAN (ACTION ITEM)

Chairman Thriffley explained that there was a lot of work behind the scenes to find the best selection for our new Chairperson. Chairman Thriffley called for nominations, and Mrs. Mindy Nunez Airhart was nominated by Mr. Ross Gares. With no further questions from the board, Mr. Ellis Borque made a motion for approval, and it was seconded by Dr. Jim Carlson. With no other nominations offered, Chairman Thriffley closed the nominations. With nominations closed, Chairman Thriffley called for a vote, and Mrs. Mindy Nunez Airhart was approved by a unanimous vote with no objections or abstentions.

17. OTHER BUSINESS

Mrs. Suzanne Torregano recognized Mindy and SSC Steel and Ampirical for being recognized on the 5000 Inc. list. Mrs. Chiquita received an award for opening a prosperity Center in New Orleans East.

14. PUBLIC COMMENT PERIOD

Chairperson Nunez-Airhart opened the floor to any questions and public comment. No further comments were shared, and the meeting was adjourned at 10:08 am.

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 FUNDS	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	364,587.86	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 WORKFORCE DEVELOPMENT BOARD

FUND UTILIZATION REPORT

Month ending SEPTEMBER2024

	Admin	Program	Total Allocation	Expended 30-Sep-24	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/25
Adult									
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	804,229.44	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	848,754.27	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%	300,087.86	34.06%	551,546.14

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	50,709.29
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	40.02	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	1,800.00	1,800.00			1,800.00	1,800.00
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		496.57	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

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.

**ONE-STOP OPERATOR PROCUREMENT CONSIDERATIONS
NOVEMBER 20, 2024 Board Meeting**

1. Current OSO: Castle of Dreams, LLC; Bryan Moore

2. **RECOMMENDED ACTION:**
 - a. Approve role and scope of work for the One-Stop Operator

3. Under WIOA:
 - a. WIOA requires boards to utilize a competitive procurement process (every 4 years) to select the One-Stop Operator. Currently, we renew contract/MOU annually based on performance.
 - b. Eligible entities include higher education institutions, community-based organizations, for-profit, government agencies, chamber of commerce or other business organizations, or labor organizations.
 - c. The operator selected must be in place no later than July 1, 2025.
 - d. At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. Local WDBs may establish additional roles of one-stop operator, including, but not limited to: Coordinating service providers across the one stop delivery system, being the primary provider of services within the center, providing some of the services within the center, or coordinating service delivery in a multi-center area, which may include affiliated sites. The competition for a one stop operator must clearly articulate the role of the one-stop operator.
 - e. A one-stop operator may not perform the following functions: Convene system stakeholders to assist in the development of the local plan; prepare and submit local plans (as required under sec. 107 of WIOA); be responsible for oversight of itself; manage or significantly participate in the competitive selection process for one stop operators; select or terminate one-stop operators, career services, and youth providers; negotiate local performance accountability measures; or develop and submit budget for activities of the Local WDB in the local area
 - f. An entity serving as a one-stop operator, that also serves a different role within the one-stop delivery system, may perform some or all of these functions when it is acting in its other role, if it has established sufficient firewalls and conflict of interest policies and procedures

4. Current contractual duties – Should we add/delete/update any duties?
 1. Establish and maintain key relationships with workforce partners
 2. Develop an in-depth understanding of the partner programs, services, and performance requirements
 3. Coordinate regular Partner meetings, including
 - a. creating the agenda
 - b. identifying and scheduling guest speakers (when applicable)

- c. communicating effectively to maintain partner participation
 - d. lead and facilitate meetings with a goal toward consensus building
 - e. complete tasks assigned at meetings, as well as holding partners accountable for assigned tasks, and/or follow-up as necessary
 4. Plan and ensure cross training of staff for core and mandated partner programs on a variety of topics as identified by partners
 5. Implement strategies to improve information sharing among partner programs
 6. Serve as a "Point of Contact" to facilitate communication among partner agencies
 7. Coordinate with partners, the implementation of quality and continuous improvement principles within the system, including streamlining services and minimizing duplication
 8. Coordinate the development and implementation of a formal referral process for services within and outside of the Center(s); including minimum standards for referral, follow-up requirements, and documentation of referral outcomes
 9. Assist the Board in ensuring partners are fulfilling responsibilities as outlined in the MOU/IFA, including the provision of providing meaningful access to partner services within the Tri-Parish Works Career Centers
 10. Promote adoption of creative and innovative methods and best practices in the delivery of the required services
 11. Participate in regular meetings with the WDB Executive Director to review contract terms, processes, and progress towards benchmarks
 12. Provide presentations to the Workforce Board at regularly scheduled meetings on progress towards partnership development
5. The WIOA joint final rule requires that a competitive process be conducted at least once every four years. Current contract amount: \$54,000/year (\$4500/month). The current contract will expire June 30, 2025. Suggesting a range for RFP of \$45,000 - \$55,000.
6. Requirements.
- a. We must ensure as many potential applicants receive the RFP to garner as many responses as possible.
 - b. We will review and utilize the template created during the last procurement
7. Suggested timeline:
- a. Approval from board to initiate procurement process: RFP: January, 2025
 - b. Release RFP: January 31, 2025
 - c. Deadline for questions/clarifications: February 28, 2025; 4:00 pm
 - d. Answers to questions posted at www.triparishworks.net: Wednesday, March 5, 2025
 - e. Deadline for Letter of Intent to Propose: Monday, March 10, 2025; 4:00 pm
 - f. Deadline for Proposal Submittal: March 24, 2025; 4:00 pm
 - g. Committee begins review of submittals: March 26, 2025
 - h. Decision made: April 2025 Board meeting
 - i. Offer extended: Between May 15 - 30, 2025
 - j. Contract execution: June 23, 2025
 - k. New contract start date: July 1, 2025

ONE STOP OPERATOR
QUARTERLY BOARD REPORT
September-November 2024

The following report provides a snapshot of key OSO engagements and activities during the months of September through November (11/15/24) 2024:

- **Monthly 1:1 meetings with MOU partners-** to gauge their concerns regarding workforce partnerships and opportunities to improve shared services to customers. These meetings are valuable in that partners are provided a forum in which they can speak more freely with the OSO and offer constructive feedback on the public workforce system and ways to improve the MOU document to make it more impactful as partnerships/relationships continue to mature
- **Tracking of WIOA Reauthorization process-** ongoing monitoring of proposed federal legislation (U.S. House and U.S. Senate Committees) and tracking of public comments and feedback provided by national advocacy groups and organizations on proposed language
- **Participation in Governor's Task Force Sub-committee on Infrastructure-** Supposed intent of subcommittee is to prepare an inventory of infrastructure assets in Louisiana to make recommendations to the Governor's Task Force on the Coordination and Collaboration of state agencies providing public assistance to Louisianians living in poverty. Not sure of the actual recommendations to be presented to the Task Force. This process should be followed closely by all local workforce development areas and local leadership (CEOs) in each of the 15 LWDAs
- **MOU Partners Cross-training Series** this is an ongoing strategy to engage all partners and allow each to present its respective workforce development programs, services, and eligibility requirements to front-line staff of each partner agency to educate, inform, and develop strategies to improve referral and tracking of services post-referral. To date, presentations have been made by the OSO, Iri parish Works, Wagner Peysor, and LIS
- **Future Works Training** Received training on the updated platform used by Future Works to afford local areas the ability to analyze data on WIOA participants and determine trends on education and training, training providers, employer hiring within industry sectors, and other relevant labor market information that is helpful to local areas when developing strategies and designing programs to improve employment outcomes of participants
- **General OSO services provided to the local area and its partners-** (OSO) must be available to all local partners (mandated partners, additional partners) to maintain the spirit of working together to utilize shared services and resources to serve shared customers

Note: In December, the OSO, FPD Director, and a host of other statewide leaders will visit Salt Lake City Utah to learn more about Utah's Single State Local Area Model. This is a model that has been proposed by outside groups (e.g., The Pelican Institute) working closely with the Governor's Transition Team on ways to consolidate workforce programs and services across the state of Louisiana.