

**FIRST PLANNING DISTRICT**

**WORKFORCE DEVELOPMENT BOARD**

July 29<sup>th</sup>, 2024

Notice is hereby given that there will be a public meeting of the First Planning District Workforce Development Board on **Wednesday, August 21st, 2024 at 8:30 a.m.** This meeting will be held at Nunez Community College, Student Testing & Career Counseling Center Building, 3710 Paris Road, Chalmette, LA

**AGENDA**

1. Call to order. ....Alan Thriffiley, Chairman
2. Welcome and Introduction of new Board members.....Alan Thriffiley
3. Invocation.....Suzanne Torregano
4. Comments from the Chairman.....Alan Thriffiley (3 minutes)
5. Welcome & Comments from Dr. Tina Tinney, Nunez Chancellor.....Dr. Tina Tinney (3 minutes)
6. Swearing in of New Members. ....Alan Thriffiley (5 minutes)
7. Approval of May 22, 2024 meeting minutes .....Alan Thriffiley (3 minutes)
8. Review of Fiscal Year 2023/2024 .....Suzanne Torregano (10 minutes)
9. Review and Approval of Budget Revision (action item).....Suzanne Torregano (5 minutes)
10. Review and Approval of new Fiscal Year budget (action item).....Suzanne Torregano (5 minutes)
11. Review and Approval of revision to Financial Services Agreement  
(action item).....Suzanne Torregano (3 minutes)
12. Review and Approval of NTCC RN Training Agreement (action item).....Suzanne Torregano (5 minutes)
13. Review and Approval of Policy Revisions (action item)..... Suzanne Torregano (5 minutes)
  - a. Personnel Policies
  - b. Financial Policies
14. Updates from One-Stop Operator .....Bryan Moore (5 minutes)
15. Updates and discussion on current initiatives.....Dave Maziarz (10 minutes)
16. Election and Installment of Board Chairman (action item).....Alan Thriffiley (5 minutes)
17. Recognition of outgoing board members/Chairman.....New Chairman (10 minutes)
18. Other Business
19. Review of action items
20. Public Comment Period

*Alan V. Thriffiley, EA*

Alan Thriffiley, Chairman

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# FIRST PLANNING DISTRICT WDB MEETING MINUTES

May 22, 2024 – 8:30 a.m.

## MEETING INFORMATION

Location This meeting was held in person at the St. Tammany Administrative Complex, 520 Old Spanish Trail Ave, Slidell, LA 70458, 5<sup>th</sup> Floor Council Chambers

Attendees	Chairman Alan Thriffiley	Mr. Chris Abadie	Mr. Floyd Baker
	Mr. Ellis Bourque	Mr. Thomas Cagle	Dr. James Carlson
	Mrs. Stephanie Dupepe	Mr. Ross Gares	Mr. David Kaufmann, Jr.
	Mrs. Rachel Mackey	Mrs. Kelly Phillips	Mrs. Ashley Evanson
	Mrs. Minoy Nunez Airhart	Mrs. Melissa Kirsch	Mrs. Suzanne Torregano
	Mr. Dave Maziarz	Ms. Stacie Chitwood	

## 1. CALL TO ORDER

The meeting was called to order at 8:37 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 two newest board members. Mrs. Kelly Phillips, Director of Human Resources for Ampirical, and Mrs. Ashley Evanson, HR Manager for Chevron. They were both sworn in by Chairman Thriffiley.

## 3. INVOCATION

Mrs. Suzanne Torregano gave the invocation.

## 4. COMMENTS FROM THE CHAIRMAN

Chairman Thriffiley opened by reminding the board that his term will be ending at the end of August along with Melissa's retirement. He shared that his time with this board has been wonderful. The search for the new chairman has been ongoing. Chairman Thriffiley shared that he devotes approximately 8-10 hours per month.

## 5. APPROVAL OF FEBRUARY 21, 2024 MEETING MINUTES (ACTION ITEM)

Chairman Thriffiley presented the minutes from the February 21, 2024 board meeting, and reviewed the action items. A motion for approval was made by Mr. Chris Abadie and seconded by Mr. Floyd Baker. The minutes were approved by a unanimous vote with no objections or abstentions.

## 6. REVIEW OF FINANCIAL REPORTS (QUESTIONS ONLY)

Mrs. Torregano was recognized to provide an overview of our expenditures through April 30, 2024. On the expenditure report, Mrs. Torregano pointed out that our current amount expended in overhead costs is 66.79% to budget at \$746,958 spent. Next, the Training & Support for Clients has expended 52.85% to budget with 62.92% including future obligations. Mrs. Torregano mentioned that we are on track with spending. She mentioned that some funds are utilized as reserve for the upcoming year. This process has been put into place to ensure that we have funds available to operate and to cushion for possible future allocation cuts. Mrs. Kirsch added that we have been informed that the state will receive another \$3 million dollar cut and that we are still unaware of what our individual budgets will be. Mr. Ellis Bourque inquired as to whether the new incoming administration could impact or refuse available funds, and Mrs. Torregano explained that all allocations are based on formulas: the state receives their allotment based on the formula applied at the federal level and we receive our allotment based on formula applied at state level. The Budget Report shows more detail in each category. Mrs. Torregano called attention to the breakdown located at the bottom of this report and explained that this is the categorical breakdown of the Training and Support for Participants line item. The final report is Fund Utilization Report which identifies all funding streams and their expiration dates. All money is first in first cut and all spending must be monitored closely to ensure no funds would be recaptured to the state. We have received some additional funds from fiscal year 2023 that will also expire in fiscal year 2024. This report is currently showing a total of \$18,839 at risk of recapture, but Mrs. Torregano assured the board that these funds will be spent before June 30, 2024. With no further questions or comments, she concluded this agenda item.

## 7. REVIEW AND APPROVAL OF BUDGET REVISION (ACTION ITEM)

Mrs. Torregano shared that over the last few months additional funds were received, including a \$50,000 CDBG grant and a \$20,000 CSBG grant. She feels that the state appreciates how well our team performs, and we received another \$200,000 of recaptured funds for our programs. That amount was split between our Adult and Dislocated Worker categories, and staff are on target with 100% expenditure of these funds. Another grant received was through partnership of AARP. Last year was our first year and because of the phenomenal performance the grant was renewed. Next, there was a question during our Executive Committee meeting about some of the totals of the columns not adding up. Our Fiscal Manager provided documentation of the explanation of changes which Mrs. Torregano read directly to the board. The documentation shared that the change amount in program of \$354,950 does not equal the revised change program breakdown amount of \$330,000 because the difference of \$24,950 of the \$84,950 AARP grant was from the previous AARP contract. This should have been listed in the AARP carryover. It was figured in the salary/fringe of the original budget (AARP Career Specialist). The new AARP contract is for \$60,000. The following breakdown was also included:

- CDBG: \$10,000 put into salaries, \$40,000 in CDBG Program Specific
- AARP: \$24,950 in original Salaries/Fringe, \$55,355 in revised salary and fringe, \$4,645 in AARP Program Specific

Mrs. Kirsch added that these revisions are typical for the May board meeting to ensure that no categories remain in the red. Referring to the Budget Revision report, attention was brought to some small adjustments made to individual line items. There was a removal of \$730 from administration and supplies which was dispersed as follows: \$150 to licensing and fees, \$30 to outreach, and \$550 to Workforce Board expenses. A motion for approval was made by Mr. Ellis Bourque and seconded by Dr. Jim Carlson. The revisions were approved by a unanimous vote with no objections or abstentions.

## 8. REVIEW AND APPROVAL OF POLICY REVISIONS (ACTION ITEM)

Mrs. Torregano introduced the next agenda topic of revising two policies. The first being from the Financial Management Systems Policy: 106-16. This revision was a result from our last monitoring visit due to the lack of adequate processes for recapture of any improper payments. The suggested revision was submitted to the state monitors for review and the changes met their expectations.

The second amendment requested is towards the Procurement of Goods and Services Policy: 107-16-1. This policy has not been revised in over 20 years, and it was suggested by state monitors that revisions occur more frequently. The current small purchase is suggested to be increased from \$500 to \$1,000. The next level suggested would be increased from \$2,000 to \$5,000, and the final level would be from \$10,000 to \$25,000. Mrs. Kelly Phillips inquired as to the reason why the amounts are kept lower than the state and St. Bernard Parish, to which Mrs. Melissa Kirsch answered to remain frugal and financially conscious.

Mr. Chris Abadie made a motion for approval of revisions, and it was seconded by Mr. Ross Gares. The revisions were approved by a unanimous vote with no objections or abstentions.

## 9. REVIEW AND APPROVAL OF CONTRACT RENEWALS (ACTION ITEM)

Mrs. Torregano introduced the contracts in need of board approval, beginning with Northshore Technical Community College and Jobs for America's Graduates (JAG). She explained that the state currently pays for the JAG program, but this contract would provide an additional \$5,800 a year to assist with transportation and student events. Out of school JAG is a joint effort between NTCC and TPW.

The second contract is with Northshore Technical Community College to host the upcoming Career Exploration Summer Academy. The college provides all the instructors and the location which we contract to pay \$15,020 to cover the costs. This money is coming directly out of the \$50,000 CDBG block grant. With both the \$50,000 CDBG block grant and the \$20,000 CSBG block grant, each has a corresponding contract required to receive the funds. These contracts outline rules and regulations required for how and where these funds will be spent.

The next contract is with St. Tammany Corp for the continued financial management assistance. This contract provides professional assistance through the staffing to perform the functions of our Fiscal Manager. This contract will be a renewal. There are no changes to the funding amount and will only extend her assistance for another year.

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The final contract discussed was with Castles of Dream to provide the staffing of the One Stop Operator role. Based on the successful performance of the previous year and meeting/exceeding of all required benchmarks and deliverables, a one-year extension is being recommended. The annual budget of \$54,000 will remain the same. Chairman Thriffiley commented on the value of having Mr. Moore as our One Stop Operator, as he has proven to be a beneficial consultant. Mr. Moore's extensive knowledge on federal, state, and local program knowledge has been a resource utilized by our staff and our mandated partners.

Chairman Thriffiley offered comments on the successful performance resulting from the Career Exploration Summer Academy. Dr. Jim Carlson stated that seeing the students' skills and confidence grow within a seven-week period is unlike any other program he has witnessed. Mrs. Mindy Nunez-Airhart inquired as to whether we fund the similar program at Nunez. Mrs. Kirsch explained that we funded the first year but Nunez identified additional funding to continue the program. Mrs. Kirsch included that we do fund the Oyster Reef Coastal Restoration project along with a hurricane preparation work experience project through St. Bernard Parish Government. Plaquemines parish will continue having a local beautification work experience program.

Mrs. Rachel Mackey inquired about what actions were in place to document the processes of the Financial Manager. Mrs. Kirsch explained that the Financial Manager has been physically documenting all activities, but that we are also working with the CFO of St. Bernard Parish government. He is new in role and completing an initial audit of their processes. Once complete, we are scheduled to discuss future possibilities of doing more within their local office.

With no further questions from the board, Mr. Ellis Bourque made a motion for approval of contract renewals, and it was seconded by Mr. Dave Kaufmann. The renewals were approved by a unanimous vote with no objections. Dr. Carlson abstained.

#### **10. DISCUSSION ON BOARD MEMBER REPLACEMENTS INCLUDING CHAIRMAN POSITION**

Chairman Thriffiley reminded the board that his term is ending soon. Mrs. Mindy Nunez-Airhart has expressed interest in being the next chairperson, but nominations have yet to be closed. Anyone interested was asked to contact either Chairman Thriffiley, Mrs. Torregano, or Mrs. Kirsch. The new chairperson will be decided at the next board meeting in August, and Chairman Thriffiley will remain active in an advisory role.

#### **11. STRATEGIC DISCUSSION**

Mr. Chris Abadie shared that on the retail side, there will be a lot of the status quo and won't be a lot of new development. But on the industrial side, we are still seeing Logistics and Distribution take hold, and that piece of the puzzle is growing significantly, especially with the new port in St. Bernard. The container ports construction is slated to start in 2025, and the first phase will be opened in 2028. This will greatly impact the workforce in St. Bernard and St. Tammany because of the flow of distribution. This should greatly impact the local community college programs because they will have an increased need for welders and construction workers. Mr. Floyd Baker agreed but added that these new opportunities will also require new skills. For example, a new distribution warehouse recently opened in Mississippi and is automated. So, while new jobs within distribution will be needed, these employees will need technical skills to support the computers and equipment needed to operate these automated facilities. Dr. Carlson continued by sharing that Northshore Technical Community College received a Department of Labor grant to support a supply chain certificate program rather than the associate's degree in manufacturing. Dr. Carlson explained that in 2018, Northshore Tech began its mechatronics apprenticeship program which allowed them to get a smart factory which mimics all the fields to have programmable logic controls. This will allow students to leave with a skill set to become a "jack of all trades" at these high-functioning facilities. This new grant converts that apprenticeship into a program where whoever is interested can enroll. Chairman Thriffiley suggested that we research both Northshore Tech and Nunez's course offerings.

Mr. Abadie also shared that St. Tammany will now be its own MSA. Previously, we were a part of the Greater New Orleans MSA. This will be great for St. Tammany in getting federal funds, but this will really damage the Greater New Orleans area because they will be losing close to 270,000 statistics residing in St. Tammany. Chairman Thriffiley also shared that this new development is going to be the key factor to determine all our future strategies.

## 12. UPDATES AND DISCUSSIONS ON CURRENT INITIATIVES

Mr. Dave Maziarz began with reporting 6,570 people had been served through January, with the expected forecast of 11,000 to be served by the end of the program year. Currently in April, 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 reviewed performance goals. The goal is always to hit 100% or above in each category, but there is a minimum expectation to achieve above 90%.

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, TPW represented over 50% of the participants who became employed throughout all 6 service areas.

Additionally, the LAPRI program is ongoing, working with Unitec Way and Catholic Charities. To help address frequent transportation barriers, a TPW bicycle donation program began. We have now received 10 bicycles, with the first donation coming from the St. Tammany Sheriff's Department. And, thanks to social media updates, 50% of our current donations have come from those within the community.

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

## 13. OTHER BUSINESS (ACTION ITEM)

Chairman Thriffiley explained that while selecting a new director, there were a lot of unknowns. During Mrs. Torregano's hiring process, she was informed that after 6 months, she would be reviewed for a possible pay increase. Chairman Thriffiley presented a request to the board to approve an annual pay increase of \$3,600, effective July 1<sup>st</sup>. He shared his pleasure with the performance of Mrs. Torregano. Mrs. Mindy Nunez-Airhart asked for clarification on the difference between the employer of Mrs. Torregano and Mr. Maziarz. Mrs. Kirsch explained that everyone is employed under St. Bernard Parish government as they are the grant recipient. Mrs. Kirsch continued to explain that there is a firewall between the board and program operations. The board advises and gives direction, but the implementation of the programs is overseen by the local staff in essence, the board reviews Mrs. Torregano's performance and pay and Mrs. Torregano oversees Mr. Maziarz, and Mr. Maziarz oversees the staff. Mr. Ellis Bourque asked about the status of the staffs' salaries, as he recalled previous conversations about the staff struggling to keep their heads above water financially. While he is proud of Mrs. Torregano's achievements, he wants to make sure that the people who assisted her with that success are rewarded equally. Mrs. Kirsch stated that two years ago that process began. We are still in the process of continuing to improve and increase salaries. Mrs. Torregano mentioned that we are still waiting on what our allotment will be for the upcoming year. Our hope is that we fare on the side like we had last year where the state took a \$3 million dollar cut, and our formula allowed us to stay status quo. If this is the case, we are planning to do merit-based increases with the staff again. Mr. Bourque shared his concern was because of his current challenges with obtaining employees due to wage limits, and Mrs. Nunez-Airhart supported this opinion. Mr. Maziarz also shared that this was the reason that some of the open positions have not been back-filled. While the overall pay has increased, it is still not truly competitive. With no further questions from the board, Mr. Ellis Bourque made a motion for approval, and it was seconded by Mrs. Mindy Nunez-Airhart. The pay increase was approved by a unanimous vote with no objections or abstentions.

## 14. REVIEW OF ACTION ITEMS

Chairman Thriffiley opened the floor to any questions involving the review of action items listed in the previous meeting's minutes. None were recorded.

Action Items for next meeting include: Survey Nunez and Northshore Tech's training programs.

## 15. PUBLIC COMMENT PERIOD

Chairman Thriffiley opened the floor to any questions and public comment. No further comments were shared, and the meeting was adjourned at 9:56 am.

**FPD WDB EXPENDITURES TO BUDGET REPORT**  
**through JUNE 30, 2024**

Budget Line Items	ANNUAL BUDGET JULY 2023 - JUNE 2024	6/30/2024	% EXP	BALANCE OF FUNDS	CURRENT OBLIGATIONS	BALANCE INCLUDING OBLIGATIONS	% W/ OBS	RESERVE FOR FUTURE YEAR 07/24 - 6/25
<b>Tri-Parish Centers - Program</b>								
Staff Salaries/Fringe	972,204.00	792,453.04	81.51%	179,750.96	0.00	179,750.96	81.51%	0.00
Operating Costs	146,100.00	115,972.92	79.38%	30,127.08	0.00	30,127.08	79.38%	0.00
<b>OVERHEAD SUBTOTAL</b>	<b>1,118,304.00</b>	<b>908,425.96</b>	<b>81.23%</b>	<b>209,878.04</b>	<b>0.00</b>	<b>209,878.04</b>	<b>81.23%</b>	
<b>Training &amp; Support for Clients</b>								
Plaquemines	129,251.00	37,556.99	29.06%	91,694.01	0.00	91,694.01	29.06%	14,157.00
St. Bernard	255,990.00	114,382.07	44.68%	141,607.93	0.00	141,607.93	44.68%	60,977.00
St. Tammany	690,246.00	550,884.38	79.81%	139,361.62	0.00	139,361.62	79.81%	176,275.00
Tri Parish		2,015.00						
<b>TRAINING/SUPPORT SUBTOTAL</b>	<b>1,075,487.00</b>	<b>704,838.44</b>	<b>65.54%</b>	<b>372,663.56</b>	<b>0.00</b>	<b>372,663.56</b>	<b>65.54%</b>	<b>251,409.00</b>
<b>Dislocated Worker Disaster Grant -- Temporary Jobs</b>								
IDA	33,999.00	33,999.40	100.00%	-0.40	0.00	-0.40	100.00%	
								0.00
								0.00
Dislocated Worker Sub-Total	33,999.00	33,999.40						
<b>Tri-Parish Sub Total</b>	<b>2,227,790.00</b>	<b>1,647,263.80</b>	<b>73.94%</b>	<b>582,541.20</b>	<b>0.00</b>	<b>582,541.20</b>	<b>73.94%</b>	<b>251,409.00</b>
<b>Admintraton Office</b>								
Staff Salaries/Fringe (inc AARP & IDA)	155,006.00	161,197.96	103.99%	-6,191.96		-6,191.96		125,000.00
Operating Costs	43,400.00	26,685.55	61.49%	16,714.45	0.00	16,714.45		14,441.00
<b>ADMIN SUB TOTAL</b>	<b>198,406.00</b>	<b>187,883.51</b>	<b>94.70%</b>	<b>10,522.49</b>	<b>0.00</b>	<b>10,522.49</b>	<b>94.70%</b>	<b>139,441.00</b>
<b>GRAND TOTALS</b>	<b>2,426,196.00</b>	<b>1,835,147.31</b>	<b>75.64%</b>	<b>593,063.69</b>	<b>0.00</b>	<b>593,063.69</b>	<b>75.64%</b>	<b>390,850.00</b>

# FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD

## FUND UTILIZATION REPORT

Month ending JUNE 2024

Adult	Admin	Program	Total Allocation	Expended 30-Jun-24	Balance	Percent Expended	Obligations	Percent w/Oblig	At-Risk of Recapture by 6/30/24
PY22 expires 6/24	9,336.00	84,025.00	93,361.00	93,361.00	0.00	100.00%		100.00%	0.00
FY23 expires 6/24		375,495.00	417,217.00	375,495.00	0.00	100.00%		100.00%	0.00
FY23 expires 6/24	41,722.00			41,722.00	0.00	100.00%		100.00%	0.00
PY23 expires 6/25		100,084.00	111,204.00	100,084.00	0.00	100.00%		100.00%	
PY23 expires 6/25	11,120.00			11,120.00	0.00%		0.00%		
FY24 expires 6/25		408,796.00	454,218.00	64,166.58	344,629.42	15.70%	65,817.52	31.80%	
FY24 expires 6/25	45,422.00			0.00	45,422.00	0.00%		0.00%	
TRANSER PY23 6/24	0.00	200,000.00	200,000.00	200,000.00	0.00	100.00%		100.00%	0.00
STATE OTHER RECAP	0.00	74,136.57	74,136.57	74,136.57	0.00	100.00%	0.00	100.00%	0.00
<b>Dislocated Worker</b>	107,800.00	1,242,538.57	1,350,138.57	948,965.15	401,171.42	70.29%	65,817.52	75.18%	0.00
PY22 expires 6/24	13,943.00	125,484.00	139,427.00	139,427.00	0.00	100.00%		100.00%	0.00
FY23 expires 6/24		245,735.00	295,261.00	245,735.00	0.00	100.00%		100.00%	0.00
FY23 expires 6/24	49,526.00			49,526.00	0.00	100.00%		100.00%	0.00
PY23 expires 6/25		119,767.00	133,075.00	119,767.00	0.00	100.00%		100.00%	
PY23 expires 6/25	13,308.00			13,308.00	0.00%		0.00%		
FY24 expires 6/25		384,336.00	427,040.00	65,344.66	318,991.34	17.00%	22,049.98	22.74%	
FY24 expires 6/25	42,704.00			42,704.00	0.00%		0.00%		
STATE OTHER RECAP	0.00	105,160.65	105,160.65	105,160.65	0.00	100.00%		100.00%	0.00
	119,481.00	980,482.65	1,099,963.65	724,960.31	375,003.34	73.94%	22,049.98	67.91%	0.00
<b>Youth</b>									
PY22 expires 6/24	49,290.00		492,903.00	49,290.00	0.00	100.00%		100.00%	0.00
PY22 expires 6/24		443,613.00		443,613.00	0.00	100.00%		100.00%	0.00
PY23 expires 6/25	54,782.00		547,821.00	10,175.71	44,606.29	18.57%		18.57%	
PY23 expires 6/25		493,039.00		42,721.69	450,317.31	8.66%	88,138.16	26.54%	
STATE OTHER RECAP	0.00	20,702.78	20,702.78	20,702.78	0.00	100.00%	0.00	100.00%	0.00
	104,072.00	957,354.78	1,061,426.78	566,503.18	494,923.60	53.37%	88,138.16	61.68%	0.00
<b>Grand Total</b>	<b>331,153.00</b>	<b>3,180,374.00</b>	<b>3,511,527.00</b>	<b>2,240,428.64</b>	<b>1,271,098.36</b>	<b>63.80%</b>	<b>176,005.66</b>	<b>68.81%</b>	<b>0.00</b>
DDWG - Hurr Ida	29,279.00	350,721.00	380,000.00	380,000.00	0.00	100.00%	N/A	N/A	

**FIRST PLANNING DISTRICT  
WORKFORCE DEVELOPMENT BOARD  
TWO-YEAR BUDGET**

**#9**

JULY 1, 2023 THROUGH JUNE 30, 2025

**REVISION 2 - JUNE 2024**

Total Funds available through June 2025	PROGRAM	ADMIN	AMEND PROG	AMEND ADMIN	TOTAL	
Total Carryover Funds	\$ 914,019	\$ 152,818			\$ 1,066,837	
New Allocation 2023/2025	\$ 1,506,022	\$ 167,336			\$ 1,673,358	
AARP - Carryover	\$ 110,109	\$ 6,924	\$ (11,000)	\$ 11,000	\$ 117,033	
DDWG IDA	\$ 33,999	\$ 10,769			\$ 44,768	
CDBG	\$ 50,000				\$ 50,000	
CAA	\$ 20,000				\$ 20,000	
STATE ADDITIONAL FUNDS	\$ 200,000				\$ 200,000	
<b>GRAND TOTAL</b>	<b>\$ 2,823,149</b>	<b>\$ 348,847</b>	<b>\$ (11,000)</b>	<b>\$ 11,000</b>	<b>\$ 3,171,996</b>	\$ 3,171,996

EXPENDITURE LINE ITEMS	ANNUAL BUDGET July 1, 2023 - June 30, 2024		CHANGE 6/2024		REVISED ANNUAL July 1, 2023 - June 30, 2024		RESERVE July 1, 2024 - June 30, 2025		ALL YEARS GRAND TOTALS
	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	PROGRAM	ADMIN	
Staff Salaries/Fringe	972,234	79,013	-11,000	11,000	961,204	90,013	65,355	80,000	1,196,572.00
One Stop Operator	54,000				54,000	0		0	54,000.00
Salaries Contract - Finance Dir		75,993			0	75,993		46,000	121,993.00
Travel/Mileage	12,000	2,000			12,000	2,000			14,000.00
Conference/Meetings	3,000	700			3,000	700			3,700.00
Unemployment Insurance	0				0	0			0.00
Staff Drug Screen/new hire	250	200			250	200			450.00
Accounting Services		6,500		30	0	6,530		2,500	9,030.00
Supplies	7,000	3,270		-30	7,000	3,240			10,240.00
Furniture/Equipment	3,000	2,600			3,000	2,600			5,600.00
Rent	20,000	3,000	-170	30	19,830	3,090		2,500	25,420.00
Repairs/Maintenance	1,200	1,000		-30	1,200	910			2,110.00
Telephone/Internet	11,000	2,500	170		11,170	2,500		1,500	15,170.00
Insurance (GL/Cobra/Surety Bond)	1,450	6,000			1,450	6,000		3,500	10,950.00
Licensing Fees/Assessments	5,000	450			5,000	450			5,450.00
Postage	700	500			700	500			1,200.00
Advertisement	500	1,800			500	1,800			2,300.00
Outreach	7,500	30			7,500	30			7,530.00
Professional Development -	7,500	1,500			7,500	1,500			9,000.00
Professional Dues/Services	1,500	3,800			1,500	3,800			5,300.00
Auto (Gas/Maint/Insurance)	10,500	7,000			10,500	7,000		3,441	20,941.00
Workforce Board Expenses		550			0	550			550.00
					0	0			0.00
Training & Support - Participants	1,075,487				1,075,487	0	541,004		1,616,491.00
Disaster - IDA	33,999				33,999	0			33,999.00
									0.00
									0.00
									0.00
									0.00
Misc. Program Income					0	0			0.00
					0	0			0.00
<b>SUBTOTAL</b>	<b>2,227,790</b>	<b>198,406</b>	<b>-11,000</b>	<b>11,000</b>	<b>2,216,790</b>	<b>209,406</b>	<b>606,359</b>	<b>139,441</b>	<b>3,171,996.00</b>

2,823,149      348,847

Submitted By:

Suzanne Torregano, WDB Executive Director

Approved by the Workforce Development Board on

Alan Thriffley, Chairman

**Description of Revision -**

1. Move 11,000 of AARP salary funding from Program to Administration to cover the cost of staff activities for the AARP grant program
2. Adjust a few line items that went over budgeted amounts so there are no negative balances



**FIRST PLANNING DISTRICT  
WORKFORCE DEVELOPMENT BOARD**

**#10**

**TWO-YEAR BUDGET  
JULY 1, 2024 THROUGH JUNE 30, 2026**

**NEW FISCAL YEAR BUDGET**

Total Funds available through June 2025	PROGRAM	Additional PROG Funds	ADMIN	Additional ADMIN Funds	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
AARP Carry Over	30,218.00		16,913.00		47,131.00
CAA - SUM '24	18,480.00				18,480.00
GNO INC	20,000.00				20,000.00
					0.00
<b>GRAND TOTAL</b>	<b>2,640,769.00</b>	<b>0.00</b>	<b>336,087.00</b>	<b>0.00</b>	<b>2,976,856.00</b>
	2,640,769.00		336,087.00		2,976,856.00

LINE ITEMS	ANNUAL BUDGET July 1, 2024 - June 30, 2025		RESERVE July 1, 2025 - June 30, 2026		ALL YEARS GRAND TOTALS		
	PROGRAM	ADMIN	PROGRAM	ADMIN			
	PROGRAM	ADMIN	PROGRAM	ADMIN			
Staff Salaries/Fringe	916,427.00	72,793.00			1,139,812.00		
One Stop Operator	54,000.00				54,000.00		
Salaries Contract - Finance Dir		78,096.00		60,000.00	138,096.00		
Travel/Mileage	12,000.00	2,000.00		1,350.00	15,350.00		
Conference/Meetings	3,000.00	700.00			3,700.00		
Unemployment Insurance	0.00	0.00			0.00		
Staff Drug Screen/new hire	250.00	200.00			450.00		
Accounting Services	0.00	9,500.00		1,000.00	10,500.00		
Supplies	12,175.00	3,270.00			15,445.00		
Furniture/Equipment	3,000.00	2,600.00			5,600.00		
Rent	15,200.00	3,500.00		3,500.00	22,200.00		
Repairs/Maintenance	1,200.00	1,000.00			2,200.00		
Telephone/Internet	12,000.00	3,000.00		2,778.00	17,778.00		
Insurance (GL/Cobra/Surety Bond)	1,600.00	6,500.00		3,000.00	11,100.00		
Licensing Fees/Assessments	5,050.00	550.00			5,600.00		
Postage	700.00	750.00			1,450.00		
Advertisement	750.00	2,000.00		1,500.00	4,250.00		
Outreach	13,495.00	0.00			13,495.00		
Professional Development - Staff	7,500.00	1,500.00			9,000.00		
Professional Dues/Services	1,500.00	3,800.00			5,300.00		
Auto (Gas/Maint/Insurance)	10,500.00	8,000.00		4,000.00	22,500.00		
Workforce Board Expenses	0.00	550.00			550.00		
Training & Support - Participants*	1,058,480.00			420,000.00	1,478,480.00		
					0.00		
					0.00		
				0	0.00		
Misc. Program Income					0.00		
<b>SUBTOTAL</b>	<b>2,128,827.00</b>	<b>200,309.00</b>	<b>0.00</b>	<b>0.00</b>	<b>511,942.00</b>	<b>135,778.00</b>	<b>2,976,856.00</b>

2,640,769.00      336,087.00

Sumbitted By:

Concurrence of:

\_\_\_\_\_  
Suzanne Torregano, WDB Executive Director

\_\_\_\_\_  
President Michael Cooper, CEO to the Board

Approved by the Workforce Development Board

\_\_\_\_\_  
Alan Thriffiley, Chairman

\_\_\_\_\_  
Date

**REVISION OF  
COOPERATIVE ENDEAVOR AGREEMENT WITH  
ST. TAMMANY DEVELOPMENT DISTRICT  
FOR FINANCIAL MANAGEMENT ASSISTANCE  
August 22nd, 2024 Full Board Meeting**

**RECOMMENDED ACTION:**

1. Approve the revision of the contract amount for the Fiscal Manager for FPD. The revised amount is \$78,096.

**BACKGROUND INFORMATION:**

- This agreement was approved at the May 22, 2024 full board meeting. The total amount of the contract has since increased by \$5,087 to cover an increase in insurance costs as well as a small merit-based raise.



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firstplanning@bellsouth.net

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Contract Summary

**NTCC: \$114,658 Contract Period: Effective Date: 3/1/2024 – ending date: 7/31/2025**

NTCC will operate a Registered Nurse training for a maximum of 24 trainees. The required instructor to student ratio is 8:1. FPD will cover the cost of one instructor to help offset the additional costs associated with providing this greatly needed training. Tuition collected from the participating trainees only covers a third of the cost of the program. FPD will enroll a minimum of eight (8) eligible participants. This RN program is not on the Eligible Training Provider List. As indicated in CFR 680.320, WIOA regulations allow for class-size training contracts to be utilized instead of Individual Training Accounts when the local Workforce Board determines that it is appropriate to contract with an institution of higher education in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations, provided that the contract does not limit customer choice. This WIOA funding is being utilized to increase capacity of RN training, which will allow for more students to graduate and fill openings within the region.

**POLICY REVISIONS**

Requesting approval  
August 21, 2024 Board meeting

After our state monitoring visit, the monitors suggested a policy update as shown below.

**Financial Management Systems Policy: 106-16****PROPERTY MANAGEMENT**

At a minimum, FPD and its subrecipients shall retain inventory records that include:

- an item description;
- the serial and model number or other identification number;
- the source of funding (including the FAIN)
- who holds the title
- acquisition date and cost of property;
- percentage of Federal participation in the project costs for the Federal award under which the property was acquired
- location, use, condition, and date the information was reported; and
- ultimate disposition data, including the date of disposal and sale price of the property.