

**Minutes
Twin Districts Workforce Development Area
Local Workforce Development Board**

**Wednesday, October 1, 2025 12:30 PM
110 Rue Magnolia, Biloxi, MS 39530**

LOCAL WORKFORCE DEVELOPMENT BOARD PRESENT:

Millie Bordelon, Danny Box, Wayne Buffington, Kammie Carpenter, Perry Duckworth, Sedgie Foxworth, Lillie Graves, Ricky Harrison, Newt Ishee, Brian Johnson, Lucy Lamberth, Tiffany Parrish, David Stephens, and Lucretia Williams

LOCAL WORKFORCE DEVELOPMENT BOARD ABSENT:

Rebecca Brown, Wendy Evans, Laura "Missy" Lewis, Julia Lindsey (Proxy), Tom Miles, Calvin Newsom, Jermaine Simmons, and Marshall Wood, Sr.

STAFF:

Allison Hawkins, Patricia Morrison, Marilyn Minor, Shonta Duncan, Marvin Dickey, Shari White, Elena Borel, Stephen O'Mara, and Grant Wesley.

CALL TO ORDER AND COMMENTS

Mr. David Stephens called the meeting to order and greeted everyone in attendance. He also reiterated that reports given during the LEO meeting would not be repeated, and that the Workforce Board would vote on them and included Action Items as they were previously presented. Only the WIN Job Center Report will be given during this meeting.

APPROVAL OF AGENDA

Mr. Stephens called for a motion to approve the agenda.

ACTION: Mr. Danny Box motioned to approve the agenda; Dr. Lucretia Williams seconded. Motion carried.

APPROVAL OF MINUTES

Mr. Stephens called for a motion to approve the minutes from last meeting (April 29, 2025).

ACTION: Ms. Millie Bordelon motioned to approve the minutes; Mr. Perry Duckworth seconded. Motion carried.

TWIN DISTRICTS UPDATE (As Presented during LEO Meeting)

Mr. Norwood called on Ms. Allison Hawkins to present the Twin Districts Update. Ms. Hawkins thanked everyone for coming, and briefly explained the day's itinerary. Instead of two completely separate meetings for LEO and Workforce Board, most of the reports will be presented during the LEO meeting only, with the Workforce Board members also in attendance. Once the LEO meeting adjourns, the Workforce Board will then give their votes on the reports and action items as they were presented during the LEO meeting. Ms. Hawkins then called on Ms. Patricia Morrison to present the PY24 WIOA Performance Outcomes Report, which is also included as a printout in the both meeting packets.

Ms. Morrison began by stating that TDWDA met or exceeded all negotiated performance goals, especially with credential attainment and measurable skill gains within the Adult and Dislocated Worker categories. The only shortfall was in the Youth category. This is partly due to a subaward cancellation with a subrecipient that failed to meet fiscal and programmatic standards. This also accounts for some lagging credential attainments and measurable skill gains rate. However, the overall Youth performance was still within 90% of the negotiated PY24 Performance rates.

There were 872 Adult and 1,706 Dislocated Worker participants in PY24, which included 354 Individual Training Accounts (ITA) and 100 On-the-Job Training (OJT) enrollments among 31 employers. As for Youth, there were 284 Out-of-School Youth (OSY) and 65 In-School Youth (ISY) enrollments. Both categories exceeded Work Experience performance goals.

Mr. David Stephens asked what the primary ITA types were. Ms. Morrison replied that it was mainly Nursing programs and CDL truck driving courses. Ms. Morrison concluded her report.

Mr. Stephens called for a motion to accept the report.

ACTION: Mr. Perry Duckworth motioned to accept the Twin Districts Update; Ms. Lucy Lamberth seconded. Motion carried.

TWIN DISTRICTS FINANCIAL REPORT (As Presented during LEO Meeting)

Mr. Norwood called on Ms. Shari White to present the Financial Report. She began her report with the Program Year 2024 (PY24) Overview of Current Funding. On May 14, 2025, the Office of Grant Management approved the transfer of \$500,000 from PY24 Dislocated Worker to PY24 Adult funds. A copy of this approval is included in the meeting packet.

Ms. White continued with the Obligations and Expenditure Summary. The expenditures reported are for the full Program Year 2024 (July 1, 2024, to June 30, 2025). The

Obligations were as follows: Adult was 100% obligated, Dislocated Worker 100%, Youth 100%, and Rapid Response/Layoff Aversion was 65.5%.

As for the final Expenditures: Adult was 71%, Dislocated Worker 69%, Youth 85%, and Rapid Response/Layoff Aversion was 79% expended. Overall, TDWDA has expended 76% of its PY24 Obligations, equaling \$8,364,366.55. Please note that the PY24 Youth Work Experience Rate is at currently at 43.86%. Any remaining funds will be rolled forward into PY25.

Next, Ms. White went over the PY24 Expenditures by Quarter: 1st Quarter Expenditures was \$1,495,095.40 at 18%; 2nd Quarter was \$2,101,903.45 at 25%; 3rd Quarter was \$2,100,702.32 at 25%; and 4th Quarter was \$2,666,665.38 at 32%.

Ms. White then moved on to the PY25 Financial report, beginning with the PY25 Funding Overview. The total PY24 carryover, which included the Unobligated and the Unliquidated Obligations, totaled \$3,075,301.12; Prior Year PY22 and PY23 carryover was \$4,683,074. The PY25 Allocation, which includes a 10% decrease from the prior year, is as follows: Adult \$1,804,473; Dislocated Worker \$1,877,566; Youth \$1,889,355. The total allocation for PY25 is \$5,571,394.00. The Total Funds Available for PY25 is \$8,646,695.12.

Ms. White continued with the PY25 Funding Highlights. On July 23, 2025, TDWDA received PY25 NFA #1 which provided the TDWDA the authority to expend and request PY25 Youth funds, in the amount of \$1,889,355. On August 6, 2025, TDWDA received PY25 NFA #2, which provided the TDWDA the authority to expend and request PY25 Dislocated Worker States funds, in the amount of \$394,290.00. On August 8, 2025 TDWDA received PY25 NFA #3, which provided the TDWDA the authority to expend and request PY25 Adult States funds, in the amount of \$342,850. The remaining PY25 Adult Advance and PY25 Dislocated Worker Advance funds will be issued to the TDWDA after October 1, 2025. Copies of these NFAs are included in the meeting packet.

Next is the PY25 Obligations and Expenditures. Please note that the reporting is only for the first two months of this Program Year (July and August). Adult is 94.3% obligated, Dislocated Worker 78%, Youth 100%, and Rapid Response/Layoff Aversion 28.1%. Expenditures are as follows: Adult 6%, Dislocated Worker 6%, Youth 16%, and RR/LA 7%. Overall, TDWDA has expended \$66,280.81 as of 08/31/25. The PY25 Youth Work Experience Rate was 46.75%. In Remaining Unobligated Funds, Adult is \$163,365.49, Dislocated Worker \$597,517.61, and RR/LA \$450,000.

As for Unobligated Dislocated Worker funds, Ms. White presents an Action Item. As previously reported, we currently have \$597,517 Unobligated Dislocated Worker Funds, and there is a need for additional funds in the Adult funding stream. We are requesting approval to Transfer \$317,000 from PY25 DW funds to PY25 Adult funds to meet the projected needs. We are asking for approval now and once we have received the

additional PY25 NFAs for the Adult & DW Advance funds, we will submit this request to OGM. Mr. Stephens called for a motion.

ACTION: Ms. Lillie Graves motioned to approve the PY25 Dislocated Worker to PY25 Adult transfer of funds; Mr. Perry Duckworth seconded. Motion carried.

Ms. White then presented the PY23 Rapid Response/Layoff Aversion Transfer of Funds, and asked Ms. Patricia to state the accompanying Plan Modification Justification. The justification for this modification #2 request is to better align the RR/LA funding with current needs to support TDWDA job seekers as well as local business and industry. In the budget, \$15,000 was moved from RR Economic Analysis to the RR Strategic Planning, Business Outreach, Outreach Specialist, Incumbent Worker Training, and Linkages category in order fully utilize all funds by the award end date of 12/31/25. A copy of the Transfer Request and Plan Modification is included in the meeting packet. Mr. Stephens called for a motion.

ACTION: Mr. Newt Ishee motioned to approve the PY23 Rapid Response/Layoff Aversion transfer of funds and Plan Modification; Mr. Wayne Buffington seconded. Motion carried.

Ms. White concluded her report.

WIN JOB CENTER REPORT

Mr. Stephens called on Mr. Brian Johnson to present the WIN Job Center Report. Mr. Johnson began by stating that while it has been a challenging year, everything remains on track. While WIN Center staffing remains an issue, much progress has been made filling vacancies, and enrollments are trending upwards. We also now have On-the-Job training agreements with 31 employers. Mr. Johnson then reiterated how productive and supportive the partnership with TDWDA staff has been.

Mr. Johnson also gave an update on the Meridian WIN Job Center. The manager position has been filled, and work is underway to relocate the Center to a new location downtown near Meridian Community College's campus. This will make it easier to access and bring it closer to the general population.

Mr. Johnson then introduced Mr. Trae Muse, the new Assistant Area Director for the SMPDD and CMPDD areas. Mr. Muse will aid Mr. Johnson with his duties, and help cover the wide area of the southern half of the state.

Mr. Johnson concluded his report.

ONE-STOP COMMITTEE REPORT (As Presented during LEO Meeting)

Mr. Norwood called on Mr. Wayne Buffington to present the One-Stop Committee Report in Dr. Rebecca Brown's absence. Mr. Buffington began with the outstanding

One-Stop Operator Certifications. At the last Board meeting, two One-Stop Centers were conditionally certified on the basis of rectifying issues that prevented full certification.

First, the Meridian One-Stop Center was severely understaffed, and bathroom lighting fixtures needed repairs. The staffing issue has been improved, and the necessary repairs have been made. Mr. Buffington asked that the Meridian One-Stop Center be fully certified through June 30, 2027. Mr. Stephens called for a motion.

ACTION: Mr. Danny Box motioned to approve certification of the Meridian One-Stop Center; Mr. Newt Ishee seconded. Motion carried.

Second, the Columbia WIN Job Center had issues with the plumbing, which caused discoloration of the flooring and a bad odor. These issues have been addressed, and the repairs made. Mr. Buffington asked for approval to certify the Columbia One-Stop Center through June 30, 2027. Mr. Stephens called for a motion.

ACTION: Mr. Perry Duckworth motioned to approve certification of the Columbia One-Stop Center; Mr. Danny Box seconded. Motion carried.

Next, Mr. Buffington presented a request to set aside \$150,000 from PY25 Adult for Incumbent Worker Training. Mr. Stephens called for a motion.

ACTION: Mr. Ricky Harrison motioned to approve the funding request for Incumbent Worker Training; Mr. Danny Box seconded. Motion carried.

Mr. Buffington concluded his report.

NEW BUSINESS

No new business.

ADJOURNMENT

With nothing further to discuss, Mr. Stephens adjourned the meeting.