



CHIEF ELECTED OFFICIAL
Jerrod Douglas

WORKFORCE DEVELOPMENT BOARD CHAIRPERSON
John Stephens

WDB DIRECTOR
Gay Smith

**Sixth Planning District Consortium
Local Workforce Development • Area Sixty**

P. O. Box 1605 • Jena, LA 71342
Phone: 318-992-8264 • Fax: 318-992-8750

**Workforce Development Board Area 60
3108 North First Street Jena LA 71342
Wednesday, September 27, 2023 11:00 A.M.
Minutes**

Members Present

Lowell Hubbard
Allyson Fannin
John Stephens
LeAnn Cupples
Billy Rucker
Brittany Walker
Rickie Thompson
Robin Whisonant
Jessica McDougald
Ron Carr
Mindy Goodman
Carrie Smith
Brian Teegardin

Members Absent

Rhonda Owens-Willet
Chasity Spinks
Sara Rollins
Larry George
Darryl Lavespere
Landry Ducote
Jefferey Johnson
Sondra Redmon
Karyn Barrett
Chasity Jordan

Guest

Dorothy Oliver
Melissa Grimment

- I. Call to Order* - Mr. Stephens called the meeting to order at 11:10 AM.
- II. Roll Call – Ms. Smith completed roll Call
- III. Approval of Executive Committee Meeting March 30, 2023* - The March 30, 2023 minutes were reviewed. Billy Rucker made the motion to accept the minutes and seconded by Brian Teegardin. Motion carried unanimous.
- IV. Program Reports
 - A. WDB 60 –Gay Smith* - Ms. Smith presented the program reports for WDB 60, July 1, 2023 through September 30, 2023. Motion was made by Ron Carr to accept the Board Report and seconded by LeAnn Cupples. Motion carried unanimous.
 - B. WIOA 60 – Dorothy Oliver* - Mrs. Oliver presented the expense reports for Area 60. Motion was made by Billy Rucker to accept the reports and seconded by Allyson Fannin. Motion carried unanimous.

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- V. Approval of One Stop Operator Renewal One July 1, 2023 – June 30, 2024* - Staff is requesting approval Renewal One: July 1, 2023 - June 30, 2024. LaSalle Community Action Association, Inc. is currently the One Stop Operator. LCAA met all contract deliverables and either met or exceeded all performance standards. This renewal will be the second year of the contract and the contract period is July 1, 2023 through June 30, 2024. Motion was made by Ron Carr to approve Renewal and seconded by Allyson Fannin. Motion carried unanimous.
- VI. Transfer PY 23 Dislocated Worker Funds to PY 23 Adult Funds* - Staff is requesting approval to transfer \$47,000 from PY 23 Dislocated Worker funds to Adult PY23 funds. The funding will be utilized to continue Adult training activities and ensure the successful completion of the program. The transfer of funds will not adversely impact the Local Area capacity to adequately provide appropriate services for individuals in need. Motion was made by Billy Rucker to approve the transfer of funds and seconded by Brian Teegardin. Motion carried unanimous.
- VII. WBD 60 Board Policy 26 Guidance on WIOA Work Based Training* - Staff requested approval of WBD 60 Board Policy 26 Guidance on WIOA Work Based Training. LWC has reviewed the policy. Motion was made by Lowell Hubbard to approve Policy 26 and seconded by Billy Rucker. Motion carried unanimous.
- VIII. WDB 60 Board Policy 27 Priority of Services for Adult and Dislocated Workers* - Staff requested approval of WDB 60 Board Policy 27 Priority of Services for Adult and Dislocated Workers. LWC has reviewed the Policy. Motion was made by Ron Carr and seconded by Brittany Walker. Motion carried unanimous.
- IX. Sixth Planning District Local Workforce Development Area 60 By-Laws* - Staff is requesting approval of the updated By-Laws. LWC reviewed the old By-Laws and the by-laws did not address proxy and alternative designee process or define responsibilities of all Board officers. Those area of concern have been corrected and LWC technical unit approved the changes made. Motion was made by Brian Teegardin to accept the By-Laws and LeAnn Cupples seconded. Motion carried unanimous.
- X. Performance 1st Quarter and 2nd Quarter 2022 – Staff presented the Board with 1st and 2nd quarter 2022 performance reports. The reports indicate that all performance was met or exceeded. NO VOTE NEEDED.
- XI. Staffing Update – Ms. Smith & Ms. Oliver explained the need for a part time BSR and Youth Worker. Due to budget cuts, it was decided that two Specialist will take on more duties to concentrate on Youth and Business Services. NO VOTE NEEDED.
- XII. WIOA Program Reports* - Mindy Goodman – Ms. Goodman gave the program reports for WIOA. By utilizing Future Works System, the reports reflect that all performance is being met. Motion was made by Allyson Fannin to accept the WIOA program reports and seconded by Lowell Hubbard. Motion carried unanimous.

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- XIII. Board Composition and Role – Melissa Grimmert – Ms. Grimmert from LWC demonstrated a Power Point and gave an overview of the Board composition and the role of the Board. NO VOTE NEEDED.
- XIV. Additional Items
 - a. Additional Business – No Additional Business.
 - b. Mileage Sheets – Ms. Smith reminded everyone to turn in their travel sheets.
- XV. Adjourn – Mr. Stephens ask for the meeting to be adjourned at 12:46 PM. Motion was made by Ron Carr to adjourn the meeting and Seconded by Allyson Fannin. Motion carried unanimous.

Approved by: _____

Ron Carr, Secretary

GS/rc

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