



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

## Meeting Minutes

**Date:** September 30, 2024

**Time:** 9:02 AM

**Location:** 3108 North 1<sup>st</sup> Street Jena LA 71342

---

### Members Present:

- John Stephens
- Allyson Fannin
- Ron Carr
- Lowell Hubbard

### Staff Present:

- Gay Smith

---

## Agenda

### I. Call to Order

Mr. John Stephens called the meeting to order at **9:02 AM**.

### II. Roll Call

Ms. Smith conducted the roll call.

### III. Approval of Meeting Minutes (June 20, 2024)

The June 20, 2024, meeting minutes were reviewed.

- **Motion:** Allyson Fannin moved to approve the minutes as presented.
- **Second:** Ron Carr seconded the motion.

A proud partner of the  **americanjobcenter**® network

An Equal Opportunity Employer/Program  
Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities  
La. Relay Service 1-800-846-5277 (TDD) • Fax/TDD: 318-992-8750



CHIEF ELECTED OFFICIAL  
Jerrod Douglas

WORKFORCE DEVELOPMENT BOARD CHAIRPERSON  
John Stephens

WDB DIRECTOR  
Gay Smith

- **Outcome:** Motion carried unanimously.

#### IV. Budget Adjustment Request for Website Development

The WDB 60's annual budget of \$835,767 was approved on June 20, 2024, with \$106,630 allocated for Board-related expenses. The Board has been cited by LWC for lacking a functional website. A \$2,000 budget increase was requested to cover website development costs.

- **Motion:** Lowell Hubbard moved to approve the \$2,000 budget increase.
- **Second:** Ron Carr seconded the motion.
- **Outcome:** Motion carried unanimously.

#### V. Supportive Services Policy Adjustments

##### A. Adult and Dislocated Worker Policy 12 & Youth Policy 14

The Board previously approved a travel allowance of \$300 per month on August 1, 2022. Due to budgetary constraints, staff proposed reducing the cap to \$200 per month effective August 1, 2024.

- **Motion:** Ron Carr moved to approve the mileage allowance reduction to \$200 per month.
- **Second:** Allyson Fannin seconded the motion.
- **Outcome:** Motion carried unanimously.

#### VI. Request for Continued Assistance

##### A. Caroline Cotton

Policy #8 requires students to maintain a GPA of 2.0 to remain in the WIOA program. Due to personal challenges, Ms. Cotton's GPA has dropped to 1.785. Staff requested an exception to continue assistance.

##### B. Hayley Barker

Ms. Barker's GPA has dropped to 1.692 due to personal and academic struggles. Staff also requested an exception to provide continued assistance.

- **Motion:** Ron Carr moved to approve continued assistance for both students, with the condition that GPA improvements and attendance are monitored monthly.
- **Second:** Lowell Hubbard seconded the motion.
- **Outcome:** Motion carried unanimously.

#### VII. Additional Items

##### A. Additional Business

No additional business was discussed.

A proud partner of the  **americanjobcenter**® network

An Equal Opportunity Employer/Program  
Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities  
La. Relay Service 1-800-846-5277 (TDD) • Fax/TDD: 318-992-8750



CHIEF ELECTED OFFICIAL  
Jerrod Douglas

WORKFORCE DEVELOPMENT BOARD CHAIRPERSON  
John Stephens

WDB DIRECTOR  
Gay Smith

### B. Mileage Sheets

Ms. Smith reminded members to submit their travel mileage sheets.

### VIII. Adjournment

Mr. Stephens requested a motion to adjourn the meeting at **10:00 AM**.

- **Motion:** Lowell Hubbard moved to adjourn the meeting.
- **Second:** Ron Carr seconded the motion.
- **Outcome:** Motion carried unanimously.

---

Approved by:

Ron Carr, Secretary

Prepared by:

GS/rc

A proud partner of the  **americanjobcenter** network

An Equal Opportunity Employer/Program  
Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities  
La. Relay Service 1-800-846-5277 (TDD) • Fax/TDD: 318-992-8750