WORKFORCE DEVELOPMENT BOARD – AREA 60

Meeting Minutes

Date: June 3, 2026
Location: Workforce Development Board Office, Jena, Louisiana

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1. Call to Order

Chairman **Mr. Lowell Hubbard** called the meeting to order at **11:17 AM**.

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2. Roll Call

Ms. Gay Smith conducted the roll call.

Members Present:

- John Stephens
- Lowell Hubbard
- Allyson Fannin
- Denise Stringer
- LeAnn Cupples
- Matt Rachal
- Buck Evans
- Robin Whisonant
- Jeffery Johnson
- Barbara Mosely
- Shonna Moss
- Brian Teegardin

Guest Present:

Abbie Whittington, LPPJ Secretary
Rhonda McDowell, LPPJ Asst Secretary
Deza Stringer, Area 60
Mindy Maloy, Area 60

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3. Election of Officers

The Workforce Development Board (WDB) Area 60 elected Officers at the last Board Meeting February 18, 2026. Ms. Kimberly Liner was elected as secretary, due to her resigning from CLTCC she is longer on the Secretary. Secretary will need to be nominated today. Mrs. Denise Stringer was nominated to be Secretary

- **Motion By:** Allyson Fannin to
- **Seconded By:** John Stephens
- **Outcome:** Motion carried unanimously

4. Approval of Previous Minutes (February 18, 2026)

The minutes were distributed via email prior to the meeting.

- **Motion By:** John Stephens

- **Seconded By:** Matt Rachal
- **Outcome:** Motion carried unanimously

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5. Finance Reports: WIOA & WDB 60 (July 1, 2025 – Present)

Ms. Gay Smith presented the **WDB 60 Board Reports**.

- **Motion By:** Barbara Mosely
- **Seconded By:** Shonna Moss
- **Outcome:** Motion carried unanimously

Ms. Gay Smith also presented the **WIOA Finance Reports**.

- **Motion By:** Barbara Mosley
- **Seconded By:** LeAnn Cupples
- **Outcome:** Motion carried unanimously

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6. Re-Certification of Board Members

The following members were presented for re-certification:

- **John Stephens** (June 22, 2026 – June 22, 2029)
- **Allyson Fannin** (June 22, 2026 – June 22, 2029)
- **Motion By:** Matt Rachal
- **Seconded By:** Buck Evans
- **Outcome:** Motion carried unanimously

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7. Approval to re-locate the Winn American Job Center

We are pleased to report that CLTCC has agreed to provide Area 60 with an ideal location on campus within the main corridor, along with the use of a small office for files and supplies.

The proposed rental cost will be $500.00 per month, which includes utilities. This relocation will result in an annual savings of approximately $3,600.00 in rental expenses.

To complete the move, Workforce staff will need to coordinate the installation and transfer of internet and telephone lines, including necessary drops, as well as purchase updated furniture for the new location. Staff is currently obtaining estimates for these costs.

This relocation presents an excellent opportunity for Workforce Development services. Many individuals entering the technical college are seeking to upgrade their current skills or obtain new skills to enter the workforce. Being located on the campus will allow Workforce staff to better serve participants and strengthen partnerships with the college and the community.

- **Motion By:** Shonna Moss
- **Seconded By:** Robin Whisonant
- **Outcome:** Motion carried unanimously

8. Adoption of Board Policies

Due to changes in fiscal agent and staffing responsibilities, new and updated policies were required to ensure compliance with WIOA regulations. These policies were reviewed with **LA Works Technical Assistance**.

Policy 43 Issue 1 -Stephens Amendment Compliance Policy

- **Motion By:** Brian Teegardin
- **Seconded By:** John Stephens
- **Outcome:** Motion carried unanimously

9.

Required Corrective Action

To bring LWDB 60 into compliance, the following corrective steps must occur in sequence:

1. Resubmit the One-Stop Operator RFP
   - Must cast a wider net
     - Advertise the Request for Proposal (RFP) through multiple channels, including local newspapers, community board, all relevant websites (LAWorks, LaPAC, NAWB, NASWA, LaSalle Police Jury, LWDB 60 website, etc.) social media platforms, and email blast to attract a diverse range of applicants.
   - Provide a timeframe that is sufficient (best practice is at least 30 days) to allow advertisement announcement, pre-bidders conference, responses to questions posted from conference, submissions to be reviewed, nominations' evaluations, potential respondents to be questioned, award negotiations, board approval and award notification to be executed with acceptable sunshine provisions per Uniform Guidance.

II. PROCUREMENT PROCESS AND TIMELINE

Critical Date	Procurement Action
June 11, 2026	RFP Issued
June 25, 2026	Deadline for Questions
July 2, 2026	Responses to Questions Issued (Bidder's Conference)
July 24, 2026	Proposal Submission Deadline
July 27 – August 7, 2026	Proposal Review Period
August 12- August 19, 2026	Workforce Board Approval
August 20 – August 24, 2026	Chief Elected Approval
August 25, 2026	Notice of intent to Award
September 1, 2026	Contract Start Date

- **Motion By:** Brian Teegardin
- **Seconded By:** John Stephens
- **Outcome:** Motion carried unanimously

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10. By-Laws Amendment – By -Laws Amendment will be tabled for future Board Meeting.

- **Motion By:** Allyson Fannin
- **Seconded By:** Barbara Mosely
- **Outcome:** Motion carried unanimous

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11. WIOA Program Reports

Ms. Mindy Maloy presented the program reports.

- **Motion By:** Rickie Thompson
- **Seconded By:** Allyson Fannin
- **Outcome:** Motion carried unanimous

Additional Business

- Staff reminded members that **Financial Disclosure Statements** must be submitted to the **Louisiana Board of Ethics** by **May 15th**
- Reminder to submit **travel mileage sheets**

Adjournment

The meeting will adjourn and lunch will be served. Meeting adjourned at 12:13 pm

- **Motion By:** John Stephens
- **Seconded By:** Matt Rachal
- **Outcome:** Motion carried unanimous

Denise Stringer

Denise Stringer, Secretary

GS/ds