

WORKFORCE DEVELOPMENT BOARD – AREA 60

Meeting Minutes

Date: March 18, 2025

Location: Workforce Development Board Office, Jena, Louisiana

1. Call to Order & Open Meeting

- **Chair:** Mr. John Stephens called the meeting to order at 10:45 AM.
-

2. Roll Call

Ms. Gay Smith conducted the roll call.

Present

- John Stephens
 - Lowell Hubbard
 - Allyson Fannin
 - Jeffery Johnson
 - Karyn Barrett
 - LeAnn Cupples
 - Kimberly Liner
 - Mindy Goodman Maloy
 - Brian Teegardin
 - Rickie Thompson
 - Brittney Walker
 - Robin Whisonant
 - Rhonda Owen-Willett
-

3. Approval of Executive Committee Meeting Minutes (September 30, 2024) & Board Meeting Minutes (December 4, 2024).

The minutes were emailed to all members prior to the meeting.

- **Motion By:** Brian Teegardin moved to approve the minutes for September 30, 2024 and December 4, 2024.
 - **Seconded By:** LeAnn Cupples seconded the motion.
 - **Outcome:** Motion carried unanimously.
-

4. Finance Reports: WIOA & WDB 60 (July 1, 2024 – Present)

Ms. Gay Smith presented the WDB 60 Board Reports

- **Motion By:** Lowell Hubbard moved to approve the Board Report.
- **Seconded By:** Brittney Walker seconded the motion.
- **Outcome:** Motion carried unanimously.

Approval of Finance Reports: Ms. Oliver presented the Finance Reports for WIOA.

- **Motion By:** Rickie Thompson moved to approve the Finance Reports
 - **Seconded By:** Robin Whisonant seconded the motion.
 - **Outcome:** Motion carried unanimously.
-

5. Relocation of the One-Stop Comprehensive One-Stop:

Staff submitted a request approval to relocate the WIOA Comprehensive One-Stop Center from its current location in Concordia Parish to a proposed new site in LaSalle Parish. This request is based on a thorough assessment of workforce service needs, accessibility, and operational efficiency. The Comprehensive One-Stop move date would be effective July 1, 2025.

- **Motion By:** Lowell Hubbard made the motion to approve the relocation of the Comprehensive One-Stop effective July 1, 2025.
 - **Seconded By:** Brittany Walker seconded the motion.
 - **Outcome:** Motion carried unanimously.
-

6. Transfer of Dislocated Worker Funds to Adult Funding

Staff has executed a transfer of \$116,302 from the Fiscal Year 2025 (FY25) Dislocated Worker program funds to the FY25 Adult program funds. This transfer was conducted in accordance with the Workforce Innovation and Opportunity Act (WIOA) guidelines and with the objective of better aligning financial resources with programmatic needs

- **Motion By:** Rickie Thompson made the motion to approve the transfer of funds.
 - **Seconded By:** LeAnn Cupples seconded the motion.
 - **Outcome:** Motion carried unanimously.
-

7. Performance Measures

Staff has provided a handout in your packet with an overview of performance. The performance report reflects that all performance measures have been exceeded with the exception of measurable skill gain. This is not the final performance for the year, WIOA staff has indicated that Measurable skill Gain should improve by June 30, 2025.

NO VOTE NEEDED

8. Regional and Local Plan Review Update:

The plan was made available for public comment from February 24, 2025 to March 24, 2025 via the website and was also advertised in local parish newspapers. A digital copy has been emailed to all Board Members as well. As of today, we have not received any public comments during this review period.

NO VOTE NEEDED

9. Election of Officers:

ARTICLE VI of WDB 60 states that “Officers shall be elected by a majority vote of the seated members present at the first LWDB meeting of the program year (PY) in odd number years, or at any meeting called to fill a vacant position”. We had an Executive committee meeting the first quarter and did not have a quorum at the second quarter meeting to vote. WE CAN VOTE TO KEEP THE SAME OFFICERS THAT WE HAVE or VOTE IN NEW OFFICERS.

- **Motion By:** LeAnn Cupples made the motion by acclamation for all current officers to remain in their positions. John Stephens, Chairperson, Allyson Fannin, Vice Chair, Ron Carr, Secretary, Lowell Hubbard, Member at large.
 - **Seconded By:** Rhonda Willet seconded that motion
 - **Outcome:** Motion carried unanimously.
-

10. WIOA Program Reports

Mindy Maloy presented the WIOA reports.

- **Motion By:** Karyn Barrett made the motion to accept the Program reports.
 - **Seconded By:** Rickie Thompson seconded the motion.
 - **Outcome:** Motion carried unanimously.
-

11.. Additional Business:

- Open discussion for any other business matters.

Staff polled the Board regarding future Board meetings, proposing that instead of providing a paper packet, all information could be presented via PowerPoint to save time and reduce costs. Board staff assured members that a hard copy would always be available upon request. All members agreed this was a good idea due to the expense of office supplies.

Staff reminded everyone that Financial Disclosure Statement should be submitted to the Louisiana Board of Ethics on or before May 15th.

NO VOTE NEEDED

B. Mileage Sheets:

- Reminder to submit travel mileage sheets.

Staff reminded all to turn in their mileage sheets.

12. Adjournment

The meeting will adjourn, and lunch will be served.

- **Motion By:** Rickie made the motion to adjourn the meeting.
- **Seconded By:** Rhonda Willett seconded the motion.
- **Outcome:** Motion carried unanimously.

Time of Adjournment: 11:45 PM

A handwritten signature in black ink, appearing to read "Ron Carr", is written over a horizontal line.

Approved by:

Ron Carr, Secretary

Prepared by:

GS/rc