

**Workforce Solutions – Deep East Texas
Board Meeting Minutes
Angelina County Workforce Center
210 N. John Redditt Drive
Lufkin, TX 75904
January 14, 2020**

I. CHAIR LISA BALTY CALLED THE BOARD MEETING TO ORDER AT 2:37 P.M. AND ANNOUNCED THAT A QUORUM WAS PRESENT.

Members Present: Joe Clyde Adams, Lisa Balty, Rebekah Burkhalter, Laura Bush, TJ Colwell, Tyane Dietz, Tim Ditoro, Robert Fitzpatrick, James Gentry, Phyllis Grandgeorge, Wayne Haglund, Karen Hatton, Ethan Herr, Eddie Hopkins, Malcolm Ifoezeh, Kotosha Jeffery, Gene Lee, Kelli Marshall, Ellen Mills, Marisa Phillips, Elaine Wade, John White

Members Absent: Gregg Durham, Garvey Jackson, Laurie King, Quincy Martindale, John Allen Slocomb

Board Staff Present: Mark Durand, Gini Blackwell, Karen Stubblefield, Karen Mooney, Rachel Smith, Debb Homman

Visitors: Michelle Kennedy, Mayor Bob Brown, Bryan Wood, LaTreaser Cartwright, Monica Peters-Clark, Billy Reddick

CHAIR LISA BALTY REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

Chair Lisa Balty asked that all members sign a conflict of interest declaration regardless of whether they have a conflict.

WELCOME OF GUESTS:

Mark Durand welcomed Lufkin Mayor Bob Brown who is Lead CEO for Workforce and Bryan Wood, General Manager for Deep East Texas Electric Cooperative. Mr. Durand introduced new staff members Karen Mooney and Rachel Smith. He introduced other board and contractor staff present.

II. Discussion/Action: Approval of Minutes – November 12, 2019

Motion: Joe Clyde Adams

Second: Ethan Herr

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

III. Election of Officers

On behalf of the Nominating Committee, Tyane Dietz presented the slate of officers: Chair—Wayne Haglund, Vice Chair—Kelli Marshall, and Secretary—Kotasha Jeffery.

Motion: Tyane Dietz on behalf of the Nominating Committee

Second: Ellen Mills

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

IV. Public Comments

None

V. Information Items

2019 Small Employer of the Year Award—Mr. Durand introduced Bryan Wood, General Manager for Deep East Texas Electric Cooperative (DETEC), who presented an overview of the company. Deep East Texas Electric Cooperative (DETEC) provides electric services to eight counties including San Augustine, Nacogdoches, Shelby, Newton, Panola, Jasper, Sabine, and Rusk. DETEC has approximately 7,000 miles of distribution lines with some 40,000 meters connected. DETEC has successfully partnered with Workforce Solutions Deep East Texas for nearly 30 years. The cooperative employs over 100 individuals across a wide variety of fields including general office personnel, accountants, customer service representatives, technology, mechanics, heavy machinery operators, lineman, engineering, general laborers and more. Mr. Wood expressed thanks on behalf of the 115 employees and 11 directors for recognizing DETEC with this workforce award. Since the early 1990s, 95 percent of the people hired by DETEC have come through the workforce center. He concluded by saying Workforce Solutions Deep East Texas is instrumental in DETEC's ability to recruit a broad spectrum of skills across a wide service area. Chair Wayne Haglund, Past Chair Lisa Balty and board member Robert Fitzpatrick presented the 2019 Deep East Texas Small Employer of the Year Award to Mr. Wood.

Mr. Durand reported that the East Texas Manufacturing Alliance (ETMA) has scheduled a Manufacturing Day for high school juniors on February 12 at the Nacogdoches Expo Center. As more details become available about the event, he plans to share the information with the board. Board members are invited to attend the event.

VI. Board Members Comments on Activity in their Respective Areas

In Jasper County, Joe Clyde Adams announced the opening of a new restaurant called MVP, celebrating all the athletes from the area. It was noted that the restaurant hired their staff with the assistance of the Jasper County Workforce Center.

VII. Executive Director's Report

Mark Durand reported child care performance has been met for the first two months of fiscal year 2020. The board has 81 agreements with the region's child care providers or 77%. There were 979 children in Texas Rising Star centers or 36%. He noted the Workforce performance was being met in 9 of 15 measures in October, and 10 of 15 in November. The board met with Dynamic WFS staff on January 8 and discussed the performance measures. Dynamic expects to miss only one measure in December. Enrollment is down in all programs, a state-wide trend, which is contributed mainly to low unemployment rates. Mr. Durand noted a meeting with Onshore Outsourcing and Houston County independent school districts was planned to discuss developing a curriculum path in the high schools to meet local employment needs for Onshore. He said Workforce is partnering with Goodwill to refer clients to the Volunteer Income Tax Assistance (VITA) program offered by Goodwill. The Harvey grant for displaced workers has been extended through September 2020. Deep East Texas has a total of six (6) workers employed in Newton County assisting with the repairs and construction of roads that were damaged. Workers are also at Deweyville ISD assisting with the removal of records at the school.

VIII. Committee Reports

A. Operations Committee Reports

1. Committee Activity

2. Discussion/Possible Action

a. Action Item 20-01 Child Care Policy

Mr. Durand noted that the purpose of the policy is to provide guidance to Board and sub-recipient staff in interpreting and implementing the requirements of state and federal regulations governing child care activities. Boards are required to update their policies to new guidelines set within the rule changes issued by the Texas Workforce Commission. The changes are due to the Board assuming the responsibilities of the Texas Rising Star program.

Motion: The Operations Committee recommended approval of the motion to approve the changes to the policy as presented.

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: Marissa Phillips

Motion: Passes

Marissa Phillips declared a conflict of interest.

b. Action Item 20-02 Child Care Quality Expenditure Plan

Mr. Durand said the Board was required to submit its Child Care Quality (CCQ) Expenditure and implementation Plan for Fiscal Year 2020 to TWC by the deadline of December 15, 2019. TWC issued guidance to Boards in WD Letters 20-18 and 18-18 outlining allowable services/activities in seven (7) quality initiative activities. The submitted plan included the quality activities and planned expenditure estimates, as well as quantifiable measures of impact for each activity. Overall, the plan is intended to support an increase in the number of Texas Rising Star (TRS) centers, enhance professional education for the child care providers and improve parent engagement.

Motion: The Operations Committee recommended approval of the plan as presented.

Second: Gene Lee

In Favor: All

Oppose: None

Abstain: Marissa Phillips

Motion: Passes

Marissa Phillips declared a conflict of interest.

B. Executive/Finance Committee

1. Committee Activity

2. Discussion/Possible Action

a. Action Item 20-03 E Taylor and Associates Monitoring Goodwill Industries

Mark Durand explained E Taylor and Associates conducted an annual fiscal and program review of Child Care Services provided by Workforce Solutions Deep East Texas, sub-recipient, Goodwill Industries. E Taylor and Associates issued a final report for the period monitored November 1, 2018, through June 30, 2019. The report is used by the Board and Goodwill Industries to prepare for the annual TWC monitoring. The financial review did not determine any reportable findings, observations or briefing items. The program review did not determine any program findings.

Motion: The Executive Finance Committee recommended acceptance of the report as presented.

Second: Karen Hatton

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

b. Action Item 20-04 E Taylor and Associates Monitoring Dynamic WFS

Lisa Balty reported that this action was tabled by the Executive Finance Committee because the final report was not yet available. No further action.

c. Action Item 20-05 Audit Resolution TWC Monitoring Report #19.17.001

Mark Durand explained that The Texas Workforce Commission conducted their annual monitoring February 4-8, 2019, and identified two findings in report #19.17.001 issued to the Board on July 9, 2019. Based on the board's subsequent corrective action and monitoring, TWC closed the monitoring report effective December 30, 2019.

Motion: The Executive Finance Committee recommended acceptance of the findings and letter from TWC.

Second: Ethan Herr

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

d. Action Item 20-06 Fraud Policy

Mark Durand explained that TWC issued guidance to Boards in WD Letter 21-16, Change 2, regarding updates to the state's Requirements for Reporting and Fact-Finding for Suspected Fraud, Waste, Theft, Program Abuse Cases, and Recovery of Improper Payments. The Board policy has been updated to be compliant.

Motion: The Executive Finance Committee recommended approval of the changes to the policy to comply with TWC.

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

3. Open Session Action, if any, as a result of Closed Session

None

4. Discussion and Acceptance of Financial Reports
- a. Financial Reports October and November 2019
1. Statement of Financial Position
 2. Budget vs. Actual
 3. Grant Report

Finance Director Gini Blackwell presented the October and November 2019 financial reports. Motion by Joe Clyde Adams, the Board accepted the financial reports.

IX. Adjourn

Chair Wayne Haglund adjourned the meeting at 3:38 p.m.

Duly passed and approved on this 12th day of MAY 2020


Wayne Haglund, Chair

Attest


Karen Stubblefield, Operations Manager