

**Workforce Solutions - Deep East Texas
Executive/Finance Committee Meeting Minutes
Angelina County Workforce Center
210 N. John Redditt Drive
Lufkin, TX 75904
January 14, 2020**

I. CHAIR LISA BALTY CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:34 P.M. AND ANNOUNCED THAT A QUORUM WAS PRESENT.

Members Present: Lisa Balty, Tyane Dietz, Robert Fitzpatrick, James Gentry, Wayne Haglund, Kotosha Jeffery, Gene Lee, Kelli Marshall, Ellen Mills

Members Absent: Garvey Jackson, John Allen Slocomb

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

Visitors: Billy Reddick, Michelle Kennedy

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 introduced new board staff members Karen Mooney, Child Care Contract Manager, and Rachel Smith, Child Care Development Specialist. He also welcomed board staff Debb Homman, Gini Blackwell, and Karen Stubblefield, as well as Dynamic Workforce project manager Billy Reddick and Goodwill project manager Michelle Kennedy.

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

Motion: James Gentry
Second: Tyane Dietz
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

III. Public Comments

None

IV. Information and Briefing Items

Mark Durand

A. Manufacturing Day

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 became available about the event, he plans to share the information with the board. Tyane Dietz said that it is important to reach students earlier, in middle school, to get them excited about these careers.

B. Apprenticeships

Mr. Durand shared upcoming opportunities to expand Apprenticeships in the region. A Request for Application is expected to be released by TWC in the spring. A project could involve Angelina College with electricians. The Manufacturing Alliance could be interested. Ms. Dietz shared that there is a need for CNC Operators and Machinists in Angelina and Polk counties.

V. Discussion and 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: Tyane Dietz made the motion to accept the report as presented.

Second: Wayne Haglund

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

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

Mark Durand explained that E Taylor and Associates conducted an annual fiscal and program review of Workforce Services provided by Workforce Solutions Deep East Texas, sub-recipient, Dynamic Workforce Solutions. The board is still awaiting the final report at the time of this meeting, and Mr. Durand asked that the committee table this motion until the final report is available for review and consideration.

Motion: Wayne Haglund made the motion to table this action item.

Second: James Gentry

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

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: Wayne Haglund made the motion to accept the findings and letter from TWC.

Second: Ellen Mills

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: Tyane Dietz made the motion to approve the changes to the policy to comply with TWC.

Second: Kelli Marshall

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

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

None

VI. Discussion and Acceptance of Financial Reports

A. Financial Reports for October and November 2019

- **Statement of Financial Position**
- **Budget vs. Actual**
- **Grant Report**

Gini Blackwell reported on the first two months of the fiscal year. She noted outstanding items included a refund in the web hosting fee, membership fees for National Association of Workforce Boards and Texas Forest Country Partnership, a consulting expense with the board's attorney, software maintenance fee, postings for Request for Proposal for WIOA Alternative Funds and open positions, and insurance costs. She noted in November, career center expenses dropped because tuition payments were made in October. The contracts summary report was longer than normal because of overlapping contracts.

VII. A. Take up Other Action

None

VIII. Adjourn

Lisa Balty adjourned the Executive/Finance Committee Meeting at 2:27 p.m.


Duly passed and approved on this 11th day of May 2020



Wayne Haglund

Chair

Attest



Karen Stubblefield
Operations Manager