

Workforce Solutions – Deep East Texas
415 S. First Street, Suite 110B
Lufkin, TX 75901
Board Meeting Minutes
September 15, 2020

I. CHAIR WAYNE HAGLUND CALLED THE BOARD MEETING TO ORDER AT 2:32 P.M.

MR. HAGLUND ANNOUNCED IN ACCORDANCE WITH GUIDANCE FROM THE TEXAS GOVERNOR AND ATTORNEY GENERAL DATED MARCH 16, 2020, REGARDING SUSPENSION OF OPEN MEETING LAWS, THE BOARD IS PROVIDING FOR PUBLIC PARTICIPATION IN ITS MEETING VIA VIRTUAL MEETING WEB LINK. HE ALSO SAID THE MEETING IS BEING RECORDED AND THE OPEN SESSION PORTION OF THE MEETING IS AVAILABLE TO THE PUBLIC UPON REQUEST.

AFTER THE ROLL CALL, MR. HAGLUND CONFIRMED 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, Wayne Haglund, Ethan Herr, Eddie Hopkins, Malcolm Ifoezeh, Kotosha Jeffery, Laurie King, Gene Lee, Ellen Mills, Marisa Phillips, Jessica Rogers, Rich Scott, John Allen Slocumb

Members Absent: Gregg Durham, Phyllis Grandgeorge, Karen Hatton, Anita Humphreys, Garvey Jackson, Kelli Marshall, Quincy Martindale, John White

Board Staff Present: Mark Durand, Misty Woodard, Debb Homman, Karen Stubblefield, Sarah Milligan, Josh Laskoskie

Visitors: Richard Rudel, Renee Barry

CHAIR WAYNE HAGLUND REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

Chair Wayne Haglund asked that all members sign a conflict of interest declaration regardless of whether they have a conflict and return the form to board staff.

WELCOME OF GUESTS:

Wayne Haglund welcomed new Board Member Jessica Rogers. He also introduced Richard Rudel, CPA, with Alexander, Lankford & Hiers, Inc., and Renee Barry, consultant, who would available for the budget discussion.

I. Public Comments

None

II. Discussion/Action: Approval of Minutes – July 14, 2020

Motion: Ellen Mills made the motion to approve the minutes as presented.

Second: Tim Ditoro

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

III. Information Items

None

IV. Board Members Comments on Activity in their Respective Areas

Ethan Herr commented that the date for work search requirements to resume is still pending. TWC is committed to giving a two-week advance notification before that requirement is reinstated.

V. Executive Director's Report

A. Contracts/Agreements

B. Performance

C. Contacts and Coordination Efforts

D. Rules and Legislation Update

E. Funding

F. Other Activity and Administrative Matters not requiring action by the Board

In addition to his written report, Mr. Durand reported that new contracts included: Premier Virtual Software job fair platform, DocuSign contract to allow for digital signatures for documents, and Memorandum of Understanding addressing referrals between Workforce and Tri-Community Action. Mr. Durand reported that child care performance (2,189 enrolled children) is not being counted by TWC because of COVID19; July year-to-date performance is 96.21%, 2,106 children enrolled. He noted that 66% of the children are back in attendance at the child care centers. With regard to the workforce performance measures, 13 of the 14 measures are being met. The CHOICES measure is not meeting and this is due to participants receiving Good Cause status. He said the workforce centers reopened to the public on September 8. The Workforce Wednesday virtual conferences were continuing, seven of the 12 counties have been completed. Work search requirements for SNAP ABAWDS will be reinstated effective October 1, 2020, by the Texas Health and Human Services Department. He also summarized the changes to the 401K due to the Best Interest regulations. Consulting services will now be handled directly by Empower Retirement and a fee will only be charged to the participant utilizing the "Do It For Help" service. Employees have options that are free on how to invest in their 401K. Changes will take effect in 6-8 weeks.

VI. Committee Report

A. Executive/Finance Committee

1. Committee Activity

2. Discussion/Possible Action

a. Action Item 20-23 Annual Audit

Richard Rudel, CPA, with Alexander, Lankford & Hiers, Inc., summarized the independent auditor's report, audit of the board as of the fiscal year end, September 30, 2019. Mr. Rudel noted there were no issues or findings. The report reflected an unmodified opinion, which is the highest rating given to an organization.

Motion: The Executive/Finance Committee recommended approval of the audited financial statements as presented by Alexander, Lankford & Hiers, Inc.

Second: Eddie Hopkins

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

b. Action Item 20-24 Renewal of Auditor's Contract

Mr. Durand said the Board is required to have a financial audit conducted each year in compliance with the State of Texas Uniform Grant Guidance (UGMS) and OMB Circular A-133. A copy of the audit must be furnished to TWC within nine months of the end of each fiscal year. In 2011, the Board voted to initially contract with Alexander, Lankford, and Hiers Inc., of Lufkin for auditing

services. In 2016, the services were re-procured and the Board voted to continue with Alexander, Lankford and Hiers, Inc. The contract provides for renewal up to four additional years after the initial period. This would be the fourth renewal year if the Board elects to renew the contract. The proposed cost presented from Alexander, Lankford, and Hiers Inc., for audit services is \$33,660; which is inclusive of the preparation of the 990 form. This is an increase of 2% from previous year's contract.

Motion: The Executive/Finance recommended approval to renew the auditor's contract.
Second: Tyane Dietz
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

c. Action Item 20-25 Renewal of Monitor's Contract

Mr. Durand said that, in accordance with 40 TAC §800.535, Local Workforce Development Boards must develop and maintain a subcontractor monitoring system that covers any service or program service contract it awards from federal and/or state funds administered by TWC. In 2017, the Board contracted with E Taylor and Associates for annual fiscal and program monitoring services. The contract provides for renewal up to three (3) additional years after the initial period. If approved, this will be the third renewal of the initial contract. At each yearly renewal, the Board may elect to renew the contract pending successful contract completion, and funding availability. E Taylor and Associates has met all requirements in the contract. E Taylor and Associates submitted a budget of \$47,301.00 to perform the monitoring of the board's sub-recipients. There is no increase from FY'20 contracted amount.

Motion: The Executive/Finance recommended approval to renew the monitor's contract.
Second: Ellen Mills
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

d. Action Item 20-26 FY'21 Annual Budget

Mark Durand reviewed the detailed summary of the FY2021 Budget.

Motion: The Executive/Finance recommended approval of the FY 2021 Annual Budget.
Second: Lisa Balty
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 June 2020 – July 2020

1. Statement of Financial Position

2. Budget vs. Actual

3. Grant Report

Mark Durand provided financial updates with regard to the June and July financial reports. On a motion the Executive/Finance Committee, seconded by Ellen Mills, the board accepted the financial reports.

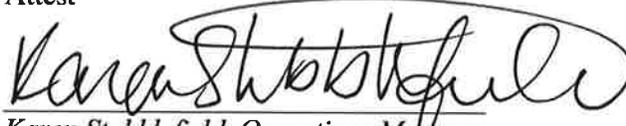
VII. Adjourn

Chair Wayne Haglund adjourned the meeting at 3:13 p.m.

Duly passed and approved on this 10th day of November 2020


Wayne Haglund, Chair

Attest


Karen Stubblefield, Operations Manager