

**Workforce Solutions - Deep East Texas**  
**415 S. First Street, Suite 110B**  
**Lufkin, TX 75901**  
**Executive/Finance Committee Meeting Minutes**  
**April 13, 2021**

**I. CHAIR WAYNE HAGLUND CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:36 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 COMMITTEE 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: Robert Fitzpatrick, James Gentry, Wayne Haglund, Kotosha Jeffery, Gene Lee, Kelli Marshall, John Allen Slocomb

Members Absent: Lisa Balty, Tyane Dietz, Garvey Jackson, Ellen Mills

Board Staff Present: Mark Durand, Misty Woodard, Karen Stubblefield, Brittany Feeney

Visitors: Paul Dunn, Billy Reddick

**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 send the form to Board Staff.

**WELCOME OF GUESTS:**

Mark Durand introduced new board staff member Tiereny White, who has been named the Workforce Career Education Outreach Specialist.

**II. Public Comments**

None

**III. Discussion/Action: Approval of Minutes**

**A. February 5, 2021**

**B. February 24, 2021**

**C. March 26, 2021**

Motion: James Gentry made the motion to approve the minutes of the three meetings (February 5, 2021, February 24, 2021, and March 26, 2021) as presented.

Second: Gene Lee

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

**IV. Information and Briefing Items**

Mark Durand referred to the Texas Workforce Commission letter noting that the HB1 budget had been submitted and accepted. The annual report was being prepared and would be shared at the next meeting.

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He also informed the committee that the Texas Workforce Commission issued a Request for Application (RFA) for Information Technology Registered Apprenticeship Expansion Program. IT RAPs can provide quality training for individuals and establish career pathways with industry-recognized credentials and continued professional growth. The Deep East Texas demand and target occupation lists include several of these IT occupations. During its meeting, the Business Services Committee voted to approve the submission of the RFA to be considered by the Board.

**V. Discussion and Possible Action**

**A. Action Item 21-11 TWC Monitoring 20.17.001 (Final Reports)**

Mark Durand explained that TWC Regulatory Integrity Division has issued an Audit Resolution Report stating the corrective actions taken adequately resolved the finding and the TWC Monitoring Report #20.17.0001 is closed. The contractor has implemented an oversight committee to continue internal monitoring, and the Board has changed its structure—Sarah Milligan is reviewing reports and correcting errors.

Motion: Gene Lee made the motion to accept the TWC Monitoring 20.17.001 Final Reports  
Second: Kelli Marshall  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

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

None

**VI. Discussion and Acceptance of Financial Reports**

**A. Financial Reports for January and February 2021**

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

Misty Woodard provided financial updates for the months of January and February 2021. She referenced the variance narrative and reviewed the contracts outstanding. The audit with Alexander, Lankford & Hiers was under way. Mark Durand noted the production schedule with regards to training by program showed 18 individuals enrolled and 63% of funds spent; 21 individuals enrolled and 52% of funds spent; no youth enrolled. On a motion by Robert Fitzpatrick, the committee accepted the financial reports.

**VII. Discussion of issues to be brought before the Committee**

None

**VIII. Adjourn**

Wayne Haglund adjourned the Executive/Finance Committee Meeting at 1:57 p.m.

Duly passed and approved on this 22 day of June 2021

  
Wayne Haglund, Chair

Attest

  
Karen Stubblefield, Operations Manager