

**Workforce Solutions Deep East Texas
Executive/Finance Committee Meeting Minutes
415 S. First Street, Suite 110B, Lufkin, TX 75901
March 12, 2024**

I. CHAIR KELLI MARSHALL CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:02 P.M.

MS. MARSHALL ANNOUNCED IN ACCORDANCE WITH GUIDANCE FROM THE TEXAS WORKFORCE COMMISSION (WD LETTER 28-19) DATED NOVEMBER 19, 2019, REGARDING THE TEXAS OPEN MEETINGS ACT GOVERNMENT CODE CHAPTER 551 ALLOWING THE USE OF VIDEO-CONFERENCING AS A METHOD FOR CONDUCTING BOARD MEETINGS, THE BOARD IS PROVIDING FOR PUBLIC PARTICIPATION IN ITS BOARD MEETING AT THE ADDRESS LISTED ABOVE AND VIA VIRTUAL MEETING WEB LINK. SHE ALSO SAID THE MEETING IS BEING RECORDED AND THE OPEN SESSION PORTION OF THE MEETING IS AVAILABLE TO THE PUBLIC UPON REQUEST. THE BOARD SERVES TWELVE (12) COUNTIES AND LISTED THE HOST LOCATION; AND PRESIDING OFFICER, KELLI MARSHALL, WAS PHYSICALLY PRESENT.

AFTER THE ROLL CALL, MS. MARSHALL CONFIRMED THAT A QUORUM WAS PRESENT:

Members Present: Joe Clyde Adams, Tyane Dietz, Tim Ditoro, Eddie Hopkins, Kotosha Jeffery, Gene Lee, Kelli Marshall, Ellen Mills

Members Absent: Lisa Balty, Garvey Jackson, John Allen Slocomb

Board Staff Present: Mark Durand, Dara Harmon, Debb Homman, Charles Jones, Sarah Milligan, Cassie Riegle, Maribel Soto-Mendoza, Karen Stubblefield

Visitors: LaTreaser Cartwright, Paul Dunn

KELLI MARSHALL, REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

Ms. Marshall asked that all members sign a conflict of interest declaration and send the form to Board Staff.

WELCOME OF GUESTS:

None.

II. Public Comments

None.

III. Discussion/Action: Approval of Minutes – February 13, 2024

Motion: Tyane Dietz made the motion to approve the minutes as presented.

Second: Joe Clyde Adams

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

IV. Information and Briefing Items

A. TWC EO Monitoring Review Report

The Texas Workforce Commission Equal Opportunity Compliance Department (EOCD) is required to conduct annual Equal Opportunity (EO) monitoring reviews in accordance with federal and state EO monitoring requirements. The EOCD issued an EO survey and in response the Board's EO Officer provided the supporting documentation. The EOCD determined there were no findings or areas of concern.

B. Tri-Agency Regional Convener Report

The Workforce Solutions Deep East Texas Tri-Agency Regional Conveners submitted the Regional Asset Map and Gap Analysis Report on January 30, 2024. Jobs For the Future (JFF) coach, Ms. Shayna Payne provided feedback regarding the report. The Tri-Agency team is expected to have the revised Asset Map and Gap Analysis re-submitted by March 15, 2024. In February, Jeff Eichman and Josh Fleming traveled to six regional high schools to present a certificate of achievement to each of the students that submitted their SPEAR team logo. In addition, the contest winner, Ms. Sydney Schriewer was presented an additional award for being selected and her teacher, Adam Ramirez, was presented with the \$1,000 work-based learning logo contest stipend to be used by the Center High School design class.

C. WIOA Technical Assistance Plan

At the end of the Board Contract Year (BCY), TWC placed the Board on a TAP for missing two WIOA measures. The Adult Median Earnings goal was \$7,600 vs actual of \$6,567. The Youth Credential Rate goal was 84.79% vs the actual 71.40%. The TAP will remain in place until performance is reported by the end of the BCY Monthly Performance Report (MPR) in September 2024. If the Board meets the measures, TWC will recommend the TAP be removed. The Board will continue to report monthly on the progress of meeting both goals.

V. Discussion and Possible Action

A. Action Item 24-08 Diaz, Smith and Associates Non-Custodial Parent Follow-Up Monitoring Report

Diaz, Smith and Associates (DSA) conducted a PY24 Follow-up Program Monitoring evaluation for the Non-Custodial Parent (NCP) Choices program. The scope of the review was for the period of November 2023 – January 2024. DSA reviewed all eleven active NCP cases for areas of timely notification to the Office of Attorney General of NCP non-compliance and accurate documentation of customer contact and service provision in TWIST and COLTS. The review showed no errors and DSA's response was that corrective actions are in place to adequately resolve the findings of the NCP program. Board and workforce contractor will continue to review cases monthly to ensure corrective action is being taken.

Motion: Tyane Dietz made the motion to accept the report and resolutions as presented.

Second: Gene Lee

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

B. Action Item 24-09 Employee Handbook Revisions

Discussion and review of Board Employee Handbook with the Board's HR Consultant, it was determined that the following revisions were needed to ensure our Employee Handbook has the required updates to communicate company policy and expectations and minimize the risk for the Board: Section 1.12 Equal Employment Opportunity, added to include that DETLWDB is an Equal Opportunity Employer and does not discriminate on the basis of race *including race-based hair discrimination*; Section 1.21 added the Pregnant Workers Fairness Act (PWFA) language to the handbook; Section 4.6 Use of Paid-Time-Off (PTO) – Unused PTO may not be carried over into the following calendar year. *Any remaining balance of unused PTO* will only be paid at the time of

voluntary separation of employment from the Board with a successfully served two-week written notice of resignation period. *The payout amount will be calculated on a pro-rated basis determined by the number of full calendar months served in the current calendar year from the date of the eligible grant. If the amount of PTO used in the current calendar year equals or exceeds the pro-rated calculation, no payout will occur. The maximum payout is capped at eighty (80) hours as available in the calculated payout amount. Exceptions to this policy may be made by the Executive Director.*

Motion: Joe Clyde Adams made the motion to accept the revised Employee Handbook as presented.

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

C. Action Item 24-10 Rural Training Lab Application

TWC has dedicated WIOA funds to address skill gaps and industry needs in rural areas of Texas. Rural is defined as municipalities with a population of less than 25,000 or unincorporated areas of counties with a population of less than 200,000. TWC has allocated \$1 million in WIOA Statewide funds to develop local community training programs to address workforce challenges and opportunities.

Workforce Boards are eligible to apply for up to \$250,000 for a grant period up to 18 months. The core of this initiative is to establish and fund training labs that are designed as short-term, turnkey training opportunities created by the Local Workforce Board in partnership with local governments, community colleges, and other approved training providers. The Board plans to utilize the Tri-Agency Regional Convener Asset Map and Gap Analysis and other regional resources to identify needs of training. Boards may submit applications from March 1 to May 31, 2024. The Board recommends a vote to approve the Board staff to submit a Rural Training Application.

Motion: Tyane Dietz made the motion to accept the plan to submit as presented.

Second: Ellen Mills

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

D. Action Item 24-05 Deliberation of Executive Directors Evaluation and Employment

Removed from the agenda items and no action or discussion taken.

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

None.

VI. Discussion and Acceptance of Financial Reports

A. Financial Reports for January 2024

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

Maribel Soto-Mendoza, CFO, provided financial updates for January 2024, stating no concerns.

VII. Discussion of issues to be brought before the Committee

None.

VIII. Adjourn

Kelli Marshall adjourned the Executive/Finance Committee Meeting at 2:24 p.m.

Duly passed and approved on this 14 day of May 2024

Attest

Dara Harmon

Dara Harmon, Exec. Administrative Assistant

Kelli Marshall

Kelli Marshall, Chair