

**Workforce Solutions – Deep East Texas  
Board Meeting Minutes  
415 S. First Street, Suite 110B, Lufkin, TX 75901  
May 12, 2020**

**I. CHAIR WAYNE HAGLUND CALLED THE BOARD MEETING TO ORDER AT 2:33 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, AND IN LIGHT OF THE RECENT DISASTER DECLARATION ISSUED FOR THE STATE OF TEXAS LIMITING PUBLIC GATHERINGS TO TEN (10) PEOPLE, THE BOARD IS PROVIDING FOR PUBLIC PARTICIPATION IN ITS COMMITTEE MEETING VIA CONFERENCE CALL. HE ALSO SAID THE MEETING IS BEING RECORDED AND THE OPEN SESSION PORTION OF THE MEETING IS AVAILABLE TO THE PUBLIC UPON REQUEST.**

**MR. HAGLUND CONDUCTED A ROLL CALL AND ANNOUNCED THAT A QUORUM WAS PRESENT:**

**Members Present:** Joe Clyde Adams, Lisa Balty, Laura Bush, TJ Colwell, Tyane Dietz, Tim Ditoro, Robert Fitzpatrick, Phyllis Grandgeorge, Wayne Haglund, Ethan Herr, Eddie Hopkins, Malcolm Ifoezeh, Kotosha Jeffery, Gene Lee, Quincy Martindale, Ellen Mills, Marisa Phillips, Rich Scott, John Allen Slocomb

**Members Absent:** Rebekah Burkhalter, Gregg Durham, James Gentry, Karen Hatton, Garvey Jackson, Laurie King, Kelli Marshall, Elaine Wade, John White

**Board Staff Present:** Mark Durand, Debb Homman, Gini Blackwell, Karen Stubblefield, Rachel Garner, Josh Laskoskie

**Visitors:** Keith Scott

**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:**

Mark Durand welcomed new board member Rich Scott representing Trinity County. He also welcomed Keith Scott, lead evaluator for the Child Care Services RFP, who would address the board later in the agenda.

**II. Public Comments**

None

**III. Discussion/Action: Approval of Minutes – January 14, 2020**

**Motion:** Gene Lee made the motion to approve the minutes as presented.

**Second:** Eddie Hopkins

**In Favor:** All

**Oppose:** None

**Abstain:** None

**Motion:** Passes

#### **IV. Information Items**

Mark Durand presented the 2019 Annual Report and summarized the highlights of the report, which covered the timeframe from October 1, 2018 – September 30, 2019. Mr. Durand provided an update of workforce and child care services during the coronavirus (COVID19) pandemic. The Workforce Centers have been open for assistance by phone, email, and online. An extended schedule started this week. Angelina County staff have returned to the office, and all the staff continue to work from the offices supporting job seekers and reaching out to employers virtually. Virtual workshops and a virtual job fair have been offered. Child Care Services experienced significant disruption in availability during the pandemic. There are three counties that do not have providers that are open. TWC and the Board have been paying the parent share of cost and expanded eligibility to essential workers. There have been 385 essential worker applications, and 330 have been enrolled in care. The Board is also providing an additional 25 percent supplemental payment to centers that were open during April. A stabilization grant for closed centers that apply is expected to be available starting June 1.

#### **V. Board Members Comments on Activity in their Respective Areas**

Ethan Herr provided a TWC update. The next phase for the state is moving into economic recovery and getting people back to work. He said TWC is providing a statewide list of high demand occupations related to COVID19 for Boards to approve trainings. TWC is also sharing guidance, publishing weekly Q&As, and offering additional funding grants for COVID cleaning and rapid response strategies. In Jasper County, Eddie Hopkins reported that Provalus, the IT company, received a contract from the state of New York to handle their unemployment claims and needed 100 additional workers to handle the project. Tim Ditoro reported that Angelina College will offer online courses this summer, and will be making up some labs that are allowed by the state. He also shared that the college is offering a new continuing education course online for cleaning professionals. Interested members should email [training@angelina.edu](mailto:training@angelina.edu). Phyllis Grandgeorge reported that the Alcohol & Drug Abuse Council of Deep East Texas is offering telehealth screenings for drug and alcohol problems, counseling over the phone, and can help get people into residential treatment centers.

#### **VI. Executive Director's Report**

In addition to his written report, Mr. Durand reported that the Board has received some additional grant funds to communicate with employers and is looking at hiring temporary staff to reach out to area employers. Additional Child Care allocations have been received for essential worker care and parent share of cost. He reviewed TWC performance results. Through March, 39 percent of children are attending. Of the 77 centers in the workforce development area, 32 centers are closed. There are three counties with no open centers: Jasper, Shelby and Tyler. Through February, two workforce services measures are not meeting performance: Adult Credential Rate Goal and Employed Q2 Dislocated Worker. The Sub-Recipient expects to meet performance on these two measures in June 2020. The labor market information for March showed an unemployment rate of 6.2% for the region and 4.7% for Texas.

#### **VII. Committee Reports**

##### **A. Operations Committee Reports**

##### **1. Committee Activity**

##### **2. Discussion/Possible Action**

##### **a. Action Item 20-07 WIOA Policy**

No Action Needed. Mr. Fitzpatrick had pulled this item from the Operations Committee agenda.

##### **b. Action Item 20-08 Business Continuity Plan**

Mark Durand summarized the policy changes and discussed the importance of working remotely, addressing access/connectivity, and worker safety and ensuring the board Sub Recipients are providing services during the coronavirus (COVID19) pandemic.

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

Second: Ellen Mills  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

**c. Action Item 20-09 Child Care Policy – Essential Worker COVID-19**

Debb Homman summarized that in order to enroll children of essential workers, an adjustment to the policy was needed related to board approval of a certain category of essential workers.

Motion: The Operations Committee recommended approval of the policy as presented.  
Second: Joe Clyde Adams  
In Favor: All  
Oppose: None  
Abstain: Marissa Phillips  
Motion: Passes

Marissa Phillips declared a conflict of interest.

**d. Action Item 20-10 Child Care Services RFP**

Mr. Durand described the Request For Proposal process that was conducted in accordance with Texas Workforce Commission's Financial Manual for Grants and Contracts (FMGC) procurement guidelines. The Board received one qualified proposal, Goodwill Industries of Central East Texas, Inc. The Board had secured three (3) Independent Evaluators to score the proposal to ensure it met the minimum average score of 70 points out of a possible 105 points. The proposal was scored in the areas of Management and Organizational Structure, Program Design, Cost Effectiveness, Past Performance/References and Historically Under-utilized Business (HUB). Goodwill Industries proposal average score totaled 81.01 meeting the minimum 70 score required to be considered responsive to the RFP. Mr. Durand introduced Keith Scott, the lead evaluator for the RFP review, who said the three evaluators were in alignment in scoring the proposal. He reviewed positive characteristics from the proposal as well as the opportunities. He concluded saying that the evaluators feel the proposer is a capable contractor for the operation and management of Child Care Services.

Motion: The Operations Committee recommended approval for Board staff to negotiate the contract with Goodwill Industries of Central East Texas, Inc, for the operation and management of Child Care Services beginning October 1, 2020.

Second: Ethen Herr  
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 20-11 Open Meetings Policy**

Mr. Haglund reported that the policy has been revised by the Board's attorney in accordance with the Open Meetings Act as updated by the legislature.

Motion: The Executive Finance Committee recommended approval of the policy.  
Second: Joe Clyde Adams

In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

**b. Action Item 20-12 Supportive Service Policy**

Mr. Durand reviewed the technical changes and clarifications to the Supportive Services Policy that was prepared by the Board Staff, and that a revision requested by the Executive Finance Committee has been completed.

Motion: The Executive Finance Committee recommended approval of the policy.  
Second: Quincy Martindale  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

**c. Action Item 20-13 Release of RFQ for Legal Services**

- d. Mr. Durand summarized the Action Item for the release of a Request for Qualifications (RFQ) for Legal Services to provide legal services in the form of advice, counsel and issue legal opinion on general administrative and statutory matters. The current contract term expires on September 30, 2020.

Motion: The Executive Finance Committee recommended release of the RFQ.  
Second: Ellen Mills  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

**e. Action Item 20-14 Jasper Workforce Center Lease**

Mr. Durand reported that the Board received one proposal from Langford Chiropractic and Wellness Clinic (proposer) in response to the Request for Proposal (RFP) for the lease space of the Jasper County Workforce Center. The proposal was evaluated to ensure it met the minimum required score of 70 (average score was 80). The proposer provided two five-year rental options that were presented to the Board. Mr. Durand requested the Board to approve the option that would allow for renovations in the public areas of the workforce Center (painting, replacement of tile and baseboard molding). The proposal option would not increase the current rent of \$7,400 per month.

Motion: The Executive Finance Committee recommended allowing the Executive Director to negotiate and secure a lease agreement with Langford Chiropractic and Wellness Clinic not to exceed the cost of \$7,400 per month and that reflects a reasonable amount for the renovation costs.  
Second: Quincy Martindale  
In Favor: All  
Oppose: None  
Abstain: Laura Bush, Tim Ditoro, and Wayne Haglund  
Motion: Passes

Laura Bush, Tim Ditoro, and Wayne Haglund declared a conflict of interest.

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

None

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

**a. Financial Reports December 2019 – March 2020**

**1. Statement of Financial Position**

**2. Budget vs. Actual**

**3. Grant Report**

Finance Director Gini Blackwell presented the financial reports for the months of December, January, February and March. Motion by Ethan Herr, the Board accepted the financial reports.

**VIII. Adjourn**

Chair Wayne Haglund adjourned the meeting at 3:55 p.m.

Duly passed and approved on this 14<sup>th</sup> day of JULY 2020

  
Wayne Haglund, Chair

Attest

  
Karen Stubblefield, Operations Manager