

**Workforce Solutions - Deep East Texas  
210 N. John Redditt Drive  
Lufkin, TX 75904  
Operations Committee Meeting Minutes  
July 8, 2020**

**I. VICE CHAIR MARISA PHILLIPS CALLED THE OPERATIONS COMMITTEE MEETING TO ORDER AT 2:02 P.M.**

**EXECUTIVE DIRECTOR MARK DURAND 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, MS. PHILLIPS CONFIRMED THAT A QUORUM WAS PRESENT:**

**Members Present:** Joe Clyde Adams, Rebekah Burkhalter, Laura Bush, Gregg Durham, Ethan Herr, Malcolm Ifoezeh, Marisa Phillips, John White

**Members Absent:** Robert Fitzpatrick, Phyllis Grandgeorge, Elaine Wade

**Board Staff Present:** Mark Durand, Debb Homman, Gini Blackwell, Sarah Milligan, Josh Laskoskie, and Karen Stubblefield

**Visitors:** Paul Dunn, Monica Peters-Clark

**VICE CHAIR MARISA PHILLIPS REMINDED THE COMMITTEE MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.**

Vice Chair Marisa Phillips asked that all members sign a conflict of interest declaration regardless of whether they have a conflict and send it to the Board staff for recordkeeping.

**WELCOME OF GUESTS:**

Mark Durand welcomed Paul Dunn and Monica Peters-Clark with Dynamic Workforce Solutions.

**II. Public Comments**

None

**III. Discussion/Action: Approval of Minutes – May 7, 2020**

**Motion:** Gregg Durham made the motion to approve the minutes as presented.

**Second:** John White

**In Favor:** All

**Oppose:** None

**Abstain:** None

**Motion:** Passes

**IV. Discussion/Possible Action**

**A. Action Item 20-15 Child Care Policy**

Debb Homman discussed the recommended changes to the Child Care policy, which simplifies the ability for parents to access the waiting list and provides a change to the waiting period before a transfer of care can occur. She stated these policy updates align with the recent rules issued by the Texas Workforce Commission (TWC) requiring a two-week waiting period before transfer.

Motion: Gregg Durham made the motion to approve the policy changes as presented.  
Second: Joe Clyde Adams  
In Favor: All  
Oppose: None  
Abstain: Marisa Phillips  
Motion: Passes

Marissa Phillips declared a conflict of interest.

**B. Action Item 20-16 Training Provider Policy**

Sarah Milligan stated she had reviewed the Training Provider Policy and it required technical changes and clarifications to bring the policy up to date and in alignment with TWC guidelines.

Motion: Gregg Durham made the motion to approve the policy changes as presented.  
Second: John White  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

**C. Action Item 20-17 WIOA Policy (Assessment Instrument)**

Sarah Milligan stated she had reviewed the WIOA Policy and it required technical changes and clarifications to bring the policy up to date including a change to the language relating to assessment tools, individual referral accounts, follow-up services, and allowable training. Mark Durand noted the partnership with Angelina College to administer the testing at the workforce centers will improve customer service and free up the workforce staff to provide more intense case management services.

Motion: Gregg Durham made the motion to approve the policy changes as presented.  
Second: John White  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

**D. Action Item 20-18 Renewal of Workforce Contractor**

Mark Durand said the Board contracted with Dynamic Workforce Solutions-TX, LLC. (DWFS) for management and operation of the workforce centers for the initial period October 1, 2017, through September 30, 2018, based on the results of Request for Proposal (RFP) #17.04. The RFP allows for three one-year renewal options after the initial contract for a total contract period of four (4) years. The action before committee is to direct staff to consider the final renewal of the contract for the 2020-2021 contract term period. Mr. Durand summarized the contract performance over the past seven (7) months (Oct 2019 – June 2020), including performance measures, programs, employer and customer satisfaction, complaints, fiscal integrity, financials, and fiscal and programmatic monitoring.

Motion: Gregg Durham made the motion to direct staff to begin negotiations for the 2020 -2021 contract year with Dynamic Workforce Solutions-TX, LLC. If approved, staff will bring the results of the negotiations and a budget to the Board for approval.  
Second: John White  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

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

None

**V. Board Reports**

**A. Workforce Center Report**

Mark Durand reported that the workforce centers are open with staff practicing social distancing and seeing customers by appointments. As of the governor's announcement, everyone is required to wear masks. There have been exposures and they have been handled appropriately. Job fairs are being offered virtually. With additional Wagner-Peyser Act employment services funding, three (3) employment relations specialists were hired to enable the board to collect more data about employers' staffing and training needs.

**B. Child Care Services Report**

Debb Homman reported the number of children in attendance was down, 70% of 2,189 performance goal. The board is no longer paying closed providers because those closed providers were eligible to apply for stabilization grants. Three centers qualified for the grant. Parent share of cost resumed in June. Providers that are open are still receiving the extra 25% payments for active referrals of CCS children. There are 100 children on the waiting list. Both Stephen F. Austin State University and Angelina College have agreed to honor their allocated match funding, which is included in the board's funding formula. There are currently 443 essential worker children in care; July will end the 3-months of care for 209 of them; and care for the remainder will end in August. There are currently 33 Texas Rising Star (TRS) providers, but that number will drop to 32 on July 1 when one provider closes. Nine providers are participating in TRS mentoring. There are 1,239 children enrolled in TRS centers. The TRS media campaign will begin in July and includes promotions on Google, social media, KTRE television, and outdoor billboards. The board purchased cleaning and safety supplies for the TRS providers, such as bleach, hand sanitizer, and thermometers. The annual quality banquet was cancelled, the board will fund training for staff members of TRS providers at upcoming curriculum and early childhood development virtual conferences. A TRS Advisory committee has been established with nine members representing eight counties and the various TRS star levels. The first meeting was held on June 24.

**VI. Adjourn**

Vice Chair Marisa Phillips adjourned the Operations Committee Meeting at 3:03 p.m.

Duly passed and approved on this 1st day of April 2021

  
Robert Fitzpatrick, Chair

Attest

  
Karen Stubblefield  
Operations Manager