

Workforce Solutions - Deep East Texas
415 S. First Street, Suite 110B
Lufkin, TX 75901
Executive/Finance Committee Meeting Minutes
July 9, 2020

I. CHAIR WAYNE HAGLUND CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 3:32 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 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: Lisa Balty, Tyane Dietz, Robert Fitzpatrick, Wayne Haglund, Garvey Jackson, Kotosha Jeffery, Gene Lee

Members Absent: James Gentry, Kelli Marshall, Ellen Mills, John Allen Slocomb

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

Visitors: None

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

None

II. Public Comments

None

III. Discussion/Action: Approval of Minutes – May 11, 2020

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

Second: Robert Fitzpatrick

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

IV. Information and Briefing Items

Mark Durand

A. Preparation for Budget FY'21

Mark Durand informed the committee of Gini Blackwell's resignation as Finance Director effective July 24, and expressed appreciation for her service and dedication to the board. The board is seeking candidates to fill the open position. Mr. Durand said that there are decreases in grant allocations for WIOA, TANF and SNAP. Angelina College and Stephen F. Austin State University will be able meet their local match commitments as stipulated through the child care funding formula. He also advised the committee of the plan to expand board staff to support business services, youth, planning and policy.

V. Possible Action from Operations Committee (if Committee Quorum not established)

A. Action Item 20-15 Child Care Policy

No Action Needed. Quorum established by Operations Committee.

B. Action Item 20-16 Training Provider Policy

No Action Needed. Quorum established by Operations Committee.

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

No Action Needed. Quorum established by Operations Committee.

D. Action Item 20-18 Renewal of Workforce Contractor

No Action Needed. Quorum established by Operations Committee.

VI. Possible Action from Business Services Committee (if Committee Quorum not established)

A. Action Item 20-19 Job Search Requirements

No Action Needed. Quorum established by Business Services Committee.

B. Action Item 20-20 Targeted Occupation List

No Action Needed. Quorum established by Business Services Committee.

C. Action Item 20-21 Local Employer of Excellence

No Action Needed. Quorum established by Business Services Committee.

VII. Discussion and Possible Action

A. Action Item 20-22 Digital Signature Platform

Board staff requested approval to purchase 3,000 envelopes for use by contractors and Board to obtain proper signatures and documents. Vendor is approved on the Texas Department of Information Resources (DIR) contract list. Cost is \$12,120 for annual purchase.

Motion: Lisa Balty made the motion to approve the purchase of DocuSign.

Second: Kotosha Jeffery

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

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

None

VIII. Discussion and Acceptance of Financial Reports

A. Financial Reports for April 2020 – May 2020

Gini Blackwell

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

Gini Blackwell provided financial updates for the months of April and May 2020. In April, child care was up due to the enhanced 25% payments to providers and essential worker child care. Variance narrative

highlighted legal fees, audit expenses, costs for proposal reviewers for the Child Care RFP response, and the cost to purchase curriculum for Texas Rising Star (TRS) centers. In May, the budget reflected grant-related activity for the WIOA Alternative Fund projects in the Jasper education consortium and Woodville ISD. In the grant summary, there is adequate funds to serve Reemployment Services and Eligibility Assessment Program (RESEA) customers. Motion by Lisa Balty, the Executive/Finance Committee accepted the financial reports.

IX. Discussion of issues to be brought before the Committee
None

X. Adjourn

Wayne Haglund adjourned the Executive/Finance Committee Meeting at 4:16 p.m.

Duly passed and approved on this 10th day of SEPTEMBER, 2020


Wayne Haglund, Chair

Attest


Karen Stubblefield, Operations Manager