

**Workforce Solutions – Deep East Texas  
Board Meeting Minutes  
415 S. First Street, Suite 110B  
Lufkin, TX 75901  
July 14, 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, THE BOARD IS PROVIDING FOR PUBLIC PARTICIPATION IN ITS 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:** Joe Clyde Adams, Lisa Balty, Rebekah Burkhalter, Laura Bush, TJ Colwell, Tyane Dietz, Tim Ditoro, Gregg Durham, James Gentry, Phyllis Grandgeorge, Wayne Haglund, Ethan Herr, Eddie Hopkins, Anita Humphreys, Malcolm Ifoezeh, Kotosha Jeffery, Gene Lee, Kelli Marshall, Quincy Martindale, Ellen Mills, Rich Scott, John White

**Members Absent:** Robert Fitzpatrick, Karen Hatton, Garvey Jackson, Laurie King, Marisa Phillips, John Allen Slocumb, Elaine Wade

**Board Staff Present:** Mark Durand, Debb Homman, Gini Blackwell, Karen Stubblefield, Sarah Milligan, Josh Laskoskie, Linda Miller, Heather Stokke

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

**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:**

Wayne Haglund welcomed new Board Member Anita Humphreys.

**II. Public Comments**

None

**III. Discussion/Action: Approval of Minutes – May 12, 2020**

**Motion:** Ellen Mills made the motion to approve the minutes as presented.

**Second:** Gregg Durham

**In Favor:** All

**Oppose:** None

**Abstain:** None

**Motion:** Passes

**IV. Information Items**

**A. Introduction of Employer Relations Specialist**

**B. Workforce Wednesday – Reopening Deep East Texas**

Mark Durand introduced the three Employer Relations Specialists (Brittany Feeney, Linda Miller and Heather Stokke) who were hired to conduct surveys of the region’s employers regarding their staffing and training needs. The project will aid in assisting employers during the COVID-19 pandemic and in strategic planning. He explained the team also is aiding in a project called Workforce Wednesday. Each week, one county is featured; and state, regional and local officials along with the county’s business leaders are invited to participate in a virtual discussion. The first forum featured Jasper County on July 8. Shelby County’s event is scheduled for July 15 with Shelby County Judge Allison Harbison.

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

None

**VI. Executive Director’s Report**

**A. Contracts/Agreements**

**B. Performance**

**C. Contacts and Coordination Efforts**

**D. Rules and Legislation Update**

**E. Funding**

**F. Other Activity and Administrative Matters not requiring action by the Board**

In addition to his written report, Mr. Durand reported that the following grant agreements decreased in funding for the contract period 2020 – 2022: Workforce Innovation and Opportunity Act-Adult, Workforce Innovation and Opportunity Act-Dislocated Worker, Workforce Innovation and Opportunity Act-Youth, and Workforce Innovation and Opportunity Act-Rapid Response. He noted that the TWC Monthly Performance Report showed that the number of children enrolled in child care services was meeting performance, and that five workforce measures were not meeting performance. Mr. Durand said that five child care providers had applied for Stabilization grants through TWC to assist with overhead cost during closure. The grant does not allow for paying salaries. Three of those providers were eligible for the grant in June and two in July. Work search requirements had been paused by TWC and will be reviewed later in July. The Workforce Centers reopened by appointment June 8, 2020. Services are being provided virtually for job fairs and WIOA Orientation. The Board, Child Care and Workforce Centers are following the Governor’s Executive Order of wearing mask and requiring customers to wear mask inside offices. The Angelina and Nacogdoches County Center has extended hours Monday-Thursday 8:00 am - 7:00 pm.

**VII. Committee Reports**

**A. Operations Committee Reports**

**1. Committee Activity**

**2. Discussion/Possible Action**

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

Motion: The Operations Committee recommended approval of the policy as presented.  
Second: Eddie Hopkins  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

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

Motion: The Operations Committee recommended approval of the policy as presented.  
Second: Tyane Dietz

In Favor: All  
Oppose: None  
Abstain: Tim Ditoro, Laura Bush, Wayne Haglund  
Motion: Passes

Tim Ditoro, Laura Bush, Wayne Haglund declared a conflict.

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

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

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

Motion: The Operations Committee recommended approval of the last year of renewal of the workforce center contract.  
Second: Quincy Martindale  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

**B. Business Services Committee Report**

**1. Committee Activity**

**2. Discussion/Possible Action Items**

**a. Action Item 20-19 Job Search Requirements**

Motion: The Business Services Committee recommended approval of the policy as presented, which requires three job searches per week.  
Second: Ellen Mills  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

**b. Action Item 20-20 Targeted Occupation List**

No action. The Business Services Chair had pulled this item from the agenda.

**c. Action Item 20-21 Local Employer of Excellence**

Motion: The Business Services Committee nominated MVPs Dine Drink Cheer in Jasper County as the Deep East Texas Local Employer of Excellence.  
Second: Ellen Mills  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

**C. Executive/Finance Committee**

**1. Committee Activity**

**2. Discussion/Possible Action**

**a. Action Item 20-22 Digital Signature Platform**

Motion: The Executive Finance Committee recommended approval of the purchase of DocuSign software for the board's digital signature platform.

Second: Gregg Durham

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

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

None

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

**a. Financial Reports April 2020 – May 2020**

**1. Statement of Financial Position**

**2. Budget vs. Actual**

**3. Grant Report**

Gini Blackwell reviewed the April and May financial reports. Essential worker child care and the 25% additional payments to providers made up the increase in direct child care spending. Also, Texas Rising Star curriculum was purchased for new TRS centers. She noted the WIOA Alternative grant funding timeline had been extended due to COVID19. Tyane Dietz inquired about the Dislocated Worker funds, and Ms. Blackwell confirmed that the unspent funds will be moved to the other contract and expended for Deep East customers. The match funds from Jasper Economic Development Corporation for the WIOA Alternative grant were received, and welding equipment was purchased and installed for the Jasper Higher Education & Technology Center. Mark Durand informed the board of Gini Blackwell's resignation, the posting of the position for Finance Director and plans for finance department coverage during the transition. Motion by Eddie Hopkins, the Board accepted the financial reports as submitted.

**VIII. Adjourn**

Chair Wayne Haglund adjourned the meeting at 3:19 p.m.

Duly passed and approved on this 15<sup>th</sup> day of SEPT. 2020

  
Wayne Haglund, Chair

Attest

  
Karen Stubblefield, Operations Manager