

**Workforce Solutions - Deep East Texas**  
**415 S. First Street, Suite 110B**  
**Lufkin, TX 75901**  
**Executive/Finance Committee Meeting Minutes**  
**November 5, 2020**

**I. CHAIR WAYNE HAGLUND CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 10:01 A.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.**

Members Present: Tyane Dietz, Robert Fitzpatrick, James Gentry, Wayne Haglund, Garvey Jackson, Kotosha Jeffery, Gene Lee, Ellen Mills

Members Absent: Lisa Balty, Kelli Marshall, John Allen Slocomb

Board Staff Present: Mark Durand, Misty Woodard, Karen Stubblefield, Joshua 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**

Mr. Durand noted there were no guests present.

**II. Public Comments**

None

**III. Discussion/Action: Approval of Minutes – September 10, 2020**

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

Second: James Gentry

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

**IV. Information and Briefing Items**

**A. National Dislocated Worker Grant - Hurricane Laura**

Mark Durand reported that the Board has received a Disaster Recovery Dislocated Worker Grant—Hurricane Laura in the amount of \$950,000 for use in impacted counties. Shelby and Newton Counties are in need of immediate assistance with temporary employment to clean up debris. Workforce staff will be taking applications and monitoring the work activity. The Board may also help purchase safety equipment needed by the site participants.

**B. Request for Proposal – Board Lease Space**

Mr. Durand informed the Board that the current lease space that is occupied by Board staff will terminate November 30, 2021. To ensure adequate time for approval of new lease the Board staff will prepare and release a Request for Proposal (RFP) for office space.

**C. Request for Proposal – Child Care Lease Space**

Mr. Durand informed the Board that an RFP will be prepared and released for child care services office space. The current lease ends on November 31, 2021. Proposals will be presented to the Board for final approval.

**V. Discussion and Possible Action**

**A. Action Item 20-27 Procurement Policy Revisions**

Misty Woodard explained that the Texas Workforce Commission updated its Financial Manual for Grants and Contracts (FMGC) to increase the micro-purchase threshold to \$10,000 and simplified acquisition to \$250,000. This policy revision would bring the board's policy related to micro purchases into alignment with FMGC. Board staff recommended increasing micro-purchase threshold to \$10,000 and not increasing the simplified acquisition threshold from the current amount of \$150,000.

Motion: Tyane Dietz made the motion to approve the revised procurement policy to reflect the Micro-Purchase Threshold amount of under \$10,000 aggregate cost and Small Purchase threshold to the aggregate amounts of \$10,001.01 to \$150,000

Second: Ellen Mills

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

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

None

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

**A. Financial Reports for August 2020 and September 2020**

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

Misty Woodard provided financial updates for the months of August and September 2020. She noted the statement of financial position looked good. Ms. Woodard reported that in August, the child care match funds were used to pay for direct child care services. The Variance narrative included the purchase of DocuSign, TRS media campaign, laptop docking station and printer, auditor's expenses, and MIP training modules. Direct child care increased due the enrollment of essential workers and the 25% child care enhanced reimbursement rate paid to providers. Mark Durand said the insurance bonds and certificate of insurance were renewed and up to date. For September, Ms. Woodard noted that variances included membership dues, virtual job fair platform, communications expenses due to the need for cell phones and wireless access, legal services, and child care quality purchases for TRS centers. She reviewed the grants and contracts.

**VII. Discussion of issues to be brought before the Committee**

Tyane Dietz suggested that the board provide a letter with regards to the Skills Development Fund urging the commissioners to leave the funds with the business community.

**VIII. Adjourn**

Wayne Haglund adjourned the Executive/Finance Committee Meeting at 10:40 a.m.

Duly passed and approved on this 20<sup>th</sup> day of January 2021

Kelli Marshall  
~~Wayne Haglund~~, Chair Vice Chair

Kelli Marshall

Attest

Karen Stubblefield  
Karen Stubblefield, Operations Manager