

**Workforce Solutions – Deep East Texas
Board Meeting Minutes
415 S. First Street, Suite 110B
Lufkin, TX 75901
November 10, 2020**

I. CHAIR WAYNE HAGLUND CALLED THE BOARD MEETING TO ORDER AT 2:32 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 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, Robert Fitzpatrick, Wayne Haglund, Eddie Hopkins, Malcolm Ifoezeh, Garvey Jackson, Kotosha Jeffery, Gene Lee, Ellen Mills, Marisa Phillips, Jessica Rogers

Members Absent: James Gentry, Phyllis Grandgeorge, Karen Hatton, Ethan Herr, Anita Humphreys, Laurie King, Kelli Marshall, Quincy Martindale, Rich Scott, John Allen Slocomb, John White

Board Staff Present: Mark Durand, Misty Woodard, Debb Homman, Karen Stubblefield, Linda Miller, Josh Laskoskie

Visitors: Judge Kenneth Weeks, Judge Don Lymbery, Teresa Maryska (TVC), Paul Dunn, Billy Reddick, Sheila Collins, Monica Peters-Clark, Misty Spears, Kevin Bradford

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 the Honorable Kenneth Weeks, Newton County Judge, and the Honorable Don Lymbery, Angelina County Judge. Wayne Haglund recognized board member Laura Bush and thanked her for her service and contributions. Ms. Bush will be retiring in December. Other members also expressed appreciation for Ms. Bush's service.

II. Public Comments

None

III. Discussion/Action: Approval of Minutes – September 15, 2020

Motion: Lisa Balty made the motion to approve the minutes as presented.

Second: Ellen Mills

In Favor: All

Oppose: None

Abstain: None
Motion: Passes

IV. Information Items

a. Appointment of Strategic Planning Committee

Mr. Haglund noted he had appointed the following members to an ad hoc strategic planning committee: Lisa Balty, Rebecca Burkhalter, Tyane Dietz, Tim Ditoro, Eddie Hopkins, and Kotosha Jeffery.

V. Board Members Comments on Activity in their Respective Areas

It was noted that Eddie Hopkins is a featured speaker at the Rural Student Success Initiative (RSSI) Regional Virtual Convening on December 1. He will be addressing rural education challenges for improved postsecondary outcomes. Marisa Phillips announced that the Mary Jo Gorden Child Development Center is finally reopening on November 6.

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 contracts and agreements signed included auditing, monitoring, legal services, financial consultant, website redesign and marketing. The child care report shows that the year-to-date performance is 95.39% (met). He expects that eleven additional providers will be TRS certified by the end of 2020. Child care attendance as of October 31 was 71%. The board is not enrolling new families at this time; there are 261 families/451 children on the wait list. As for workforce services, the August 2020 Monthly Performance Measures (MPR) (YTD) reflected meeting all performance measures that had reportable data. Five measures did not have data for this reporting period and reflected N/A. Mr. Durand also reported that the 25% child care funding extends through December 31, 2020, to providers that were open and provided subsidized care at any time during the service month. TWC reinstated Unemployment Insurance (UI) Work Search Requirements. Individuals receiving UI will need to complete a minimum of three (3) work searches, beginning on the date listed in their work search notification document. He summarized the new TWC grants, including the National Dislocated Worker Grant – Hurricane Laura (\$950,000).

VII. Committee Reports

a. Business Services Committee

1. Committee Activity

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

Tyane Dietz reported that the committee met and discussed the work search requirements. The committee heard a presentation about the business goals for 2021 in four areas: employer utilization, referrals, new employers, and events. She said that the statewide Hiring Red, White & You! virtual job fair was held on November 5 and presented the opportunity for participation from all 12 counties. Mr. Durand reported that preliminary information showed that 38 job seekers participated and 20 of them were Veterans or spouses.

b. Executive/Finance Committee

1. Committee Activity

2. Discussion/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: The Executive/Finance Committee recommended approval of the revised 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: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passès

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

None

4. Discussion and Acceptance of Financial Reports

a. Financial Reports August 2020 and September 2020

1. Statement of Financial Position

2. Budget vs. Actual

3. Grant Report

Misty Woodard provided financial updates for the months of August and September 2020, and stated the board is in a good financial position. She reviewed variances and provided an update on grants and contracts.

VIII. Adjourn

Chair Wayne Haglund adjourned the meeting at 3:21 p.m.

Duly passed and approved on this 21st day of January 2021

Wayne Haglund
Wayne Haglund, Chair

Attest

Karen Stubblefield
Karen Stubblefield, Operations Manager