

Workforce Solutions - Deep East Texas
415 S. First Street, Suite 110B
Lufkin, TX 75901
Executive/Finance Committee Meeting Minutes
January 14, 2021

I. VICE CHAIR KELLI MARSHALL CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 2:01 P.M.

MS. MARSHALL 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. SHE 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. MARSHALL CONFIRMED THAT A QUORUM WAS PRESENT:

Members Present: Lisa Balty, Tyane Dietz, Robert Fitzpatrick, James Gentry, Garvey Jackson, Kotosha Jeffery, Gene Lee, Kelli Marshall, Ellen Mills

Members Absent: Wayne Haglund, John Allen Slocomb

Board Staff Present: Mark Durand, Misty Woodard, Karen Stubblefield, Linda Miller

Visitors: Paul Dunn, Kevin Bradford, LaTreaser Cartwright

VICE CHAIR KELLI MARSHALL REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

Vice Chair Kelli Marshall 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 that Paul Dunn, Kevin Bradford and LaTreaser Cartwright were in attendance.

II. Public Comments

None

III. Discussion/Action: Approval of Minutes – November 5, 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

A. WIOA Alternative Funding Rural Service Strategy

Mark Durand shared that the Board was allocated Rural Service Strategy funds in the 1719WCI grant to provide services in the six (6) counties that do not have a Workforce Center. The Rural Service Strategy was not funded in the 1721WCI grant. The Board received WIOA Alternative Funding to implement programs and strategies to meet the needs of employers and serve individuals with barriers. The Board

initially budgeted \$42,712 of the \$213,712 Alternative funds for Individual Training Accounts. The Board received approval to transition the \$42,712 to serve rural remote areas. The Board's workforce contractor will partner with Public Libraries, Sabine Area Career Center and other entities to increase access and services for WIOA eligible customers.

B. TWC Monitoring Report 20.17.0001 – Draft

Mark Durand noted this item and the two subsequent briefing items were included to ensure the Board is informed with regards to monitoring programs, findings and resolutions. The Texas Workforce Commission conducted an on-site review the week of January 27, 2020, and reviewed Child Care Services, CHOICES, Employment Services, Trade Adjustment Assistance, Supplemental Nutrition Assistance Program (SNAP) and Workforce Innovation and Opportunity Act programs. The review covered the period December 1, 2018, through November 30, 2019. TWC issued their draft report to the Board on December 29, 2020. The review reported two workforce program findings related to Non-Custodial Parent and SNAP E&T. The Board has submitted the draft report to the workforce contractor requesting the documentation necessary to resolve findings identified in the report. TWC Audit Resolution will review documentation and issue final monitoring report; which will be presented to the Board for review, approval and acceptance.

C. E. Taylor and Associates Goodwill Fiscal and Program Monitoring – Draft

Mark Durand reported that E Taylor and Associates performed a fiscal and program review of Child Care Services contractor, Goodwill Industries of Central East Texas. The financial review examined areas which included Budget vs Expenditures, Cash Management, Payroll, Direct and Indirect Disbursements, Audit, and Child Care Payments. The fiscal review evaluated the areas outlined above and did not determine any reportable findings, observations or briefing items. The program review resulted in three (3) findings related to Parent Share of Cost, Early Terminations and Department of Family Protective Services (DFPS) authorizations. The Board has submitted the draft report to Goodwill Industries requesting the documentation necessary to resolve findings identified in the report. E. Taylor and Associates will review documentation and issue final monitoring report; which will be presented to the Board for review, approval and acceptance.

D. E. Taylor and Associates Dynamic WFS Fiscal and Program Monitoring - Draft

Mr. Durand explained that E. Taylor and Associates performed a fiscal and program review of Workforce contractor Dynamic Workforce Solutions (DWFS). The financial review examined areas which included: Budget vs Expenditures, Cash Management, Payroll, Direct and Indirect Disbursements, Audit, Work Experience Payroll, Allocation Testing, Insurance, Individual Training Accounts, Management Fee, and Procurement. The review identified one (1) fiscal finding related to timesheets. The Program review identified several findings in various programs: Supplemental Nutrition Assistance Program Employment (SNAP), HHSC Communications, Data Integrity, Temporary Assistance to Needy Families (TANF)/CHOICES, Non-Custodial Parents, and Trade Adjustment Assistance. The Board has submitted the draft report to the workforce contractor requesting the documentation necessary to resolve the findings identified in the report. The Board will monitor these programs quarterly to ensure workforce contractor is in compliance with program guidelines. E. Taylor and Associates will review documentation and issue final monitoring report; which will be presented to the Board for review, approval and acceptance. Several committee members expressed concern over the continuing occurrence of errors. Mr. Durand acknowledged the challenges of staff turnover and remote work during the coronavirus (COVID-19) pandemic. He said the board will be kept apprised of plans and actions to remedy the findings.

V. Discussion and Possible Action

A. Action Item 21-01 Strategic Plan Draft for PY 2021–2024

Mr. Durand reported that the Texas Workforce Commission issued WD Letter 18-20 to provide Local Workforce Development Boards (Boards) with guidance on the development and submission of their Board Strategic Plans for Program Years 2021–2024 (PY'21–'24). The Workforce Innovation and Opportunity Act (WIOA) requires that Boards set priorities for and oversee the local workforce development area (workforce area) in their region. Boards have until March 1, 2021, to submit a plan that promotes communication, coordination, and collaboration among Adult Education and Literacy (AEL) grantees, employers, economic development organizations, community-based partners, and other service providers that support the economic growth of the workforce area while meeting the needs of employers

and job seekers. The four-year plan must identify and describe policies and procedures as well as local activities that are in line with the State Plan. The Board's strategic plan includes lists of in-demand industries, in-demand occupations, and target occupations. If approved the plan will be posted for public comment January 19 through February 2, 2021. Mr. Durand summarized the strategic goals and highlights. He expressed appreciation to the ad hoc committee members who reviewed the documents, met twice and offered valuable contributions to the draft plan. He noted, the final plan, including any public comments received, will be brought back to the committee for final review and approval at the Board's February meeting.

Motion: Ellen Mills made the motion to approve the Strategic Plan Draft for PY 2021-2024 for release for public comment.
Second: Garvey Jackson
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

B. Action Item 21-02 Educational Outreach Specialist Program

Mr. Durand reported that Board staff is seeking Board approval to establish a Workforce Career and Education Outreach Specialist program and hire and place two (2) Workforce Career and Education Outreach Specialists in participating ISDs to provide: career guidance, career preparation, and workforce information to participating students regarding: high-growth, high-demand occupations; opportunities and training in middle-skill jobs; pre-apprenticeship and Registered Apprenticeship (RA) programs; internships; technical and/or community colleges; and career-readiness preparation.

Motion: Robert Fitzpatrick made the motion to approve the cost not to exceed \$80,490 and plan to implement Workforce Career and Education Outreach Specialist in the Deep East Texas region.
Second: Tyane Dietz
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

C. Action Item 21-03 Child Care Improper Payment Monitoring

Mr. Durand reported that the Texas Workforce Commission's data validation testing of the Child Care and Development Fund (CCDF) program, administered by Workforce Solutions Deep East Texas, resulted in no errors or concerns with improper payments.

Motion: Gene Lee made the motion to approve the data validation testing as presented.
Second: James Gentry
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

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

None

VI. Discussion and Acceptance of Financial Reports

A. Financial Reports for October 2020 and November 2020

Misty Woodard

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

Misty Woodard provided financial updates for the months of October and November of 2020. She reported the Board's financial position is good. The October variance narrative included dues, software, Texas Rising Star staff travel and virtual conference expenses. In November, variances included office

cleaning due to COVID exposure, website redesign, Texas Rising Star staff travel and procurement training. Mr. Durand noted the health insurance coverage was renewed with Blue Cross Blue Shield with an 8% increase and that the IRS changed the mileage reimbursement from 57.5 cents to 56 cents per mile. Ms. Woodard summarized the grant expenditures. On a motion by Tyane Dietz, the committee accepted the financial reports.

VII. Discussion of issues to be brought before the Committee

None

VIII. Adjourn

Kelli Marshall adjourned the Executive/Finance Committee Meeting at 3:10 p.m.

Duly passed and approved on this 2nd day of February 2021


Wayne Haglund, Chair

Attest


Karen Stubblefield, Operations Manager