

**Workforce Solutions – Deep East Texas  
Board Meeting Minutes  
415 S. First Street, Suite 110B  
Lufkin, TX 75901  
January 19, 2021**

**I. VICE CHAIR KELLI MARSHALL CALLED THE BOARD MEETING TO ORDER AT 2:32 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 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:** Joe Clyde Adams, Lisa Balty, Rebekah Burkhalter, TJ Colwell, Tyane Dietz, Tim Ditoro, Gregg Durham, Robert Fitzpatrick, James Gentry, Phyllis Grandgeorge, Ethan Herr, Eddie Hopkins, Anita Humphreys, Garvey Jackson, Kotosha Jeffery, Gene Lee, Kelli Marshall, Quincy Martindale, Ellen Mills, Marisa Phillips, Jessica Rogers

**Members Absent:** Wayne Haglund, Karen Hatton, Malcolm Ifoezeh, Laurie King, 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, Paul Dunn, LaTreaser Cartwright, Rhonda Cartwright, Billy Reddick, Sheila Collins, Luis Garza, Shelby Parler, Monica Peters-Clark, Misty Spears, Bobbie Stewart

**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 return the form to board staff.

**WELCOME OF GUESTS:**

Mark Durand welcomed the Honorable Kenneth Weeks, Newton County Judge, as well as several staff members from Dynamic Workforce Solutions.

**II. Public Comments**

None

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

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

**Second:** Anita Humphries

**In Favor:** All

**Oppose:** None

**Abstain:** None

**Motion:** Passes

#### **IV. Information Items**

Mr. Durand noted the Board Meeting Calendar for 2021 was provided. He also noted that the Workforce Solutions offices overseen by the Board were reviewed and meet the standards required by the Workforce Innovation and Opportunity Act (WIOA). Once every three years, the Texas Workforce Commission's (TWC) review team verifies that the Workforce Solutions Offices in each local workforce development area (workforce area) meet the WIOA standards. TWC commends the Board for providing high-quality services to customers in its local workforce area.

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

Lisa Balty noted that the Jimmy Mize has announced his candidacy to run for Mayor of Nacogdoches. Mr. Mize is a former Workforce Development Board member.

#### **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 a Memorandum of Understanding has been executed with Concho Valley Workforce Development Board to enable the Deep East Texas Workforce Development Board to reach its full 2020 Child Care Match funding after Stephen F. Austin State University (SFA) notified the Board it wouldn't meet its full match amount. For this year, the Angelina College match of \$130,310 and SFA's match of \$445,000 meets the board's total Child Care Match required to receive the grant amount of \$1,154,620. Child Care enrollment restarted on January 11, 2021, and 80 new children have been added. He reported that TWC extended the 25% Enhanced Reimbursement Rates (ERR) January to March, 20% ERR in April, 15% in May, 10% in June, and 5% in July. He updated the board on Texas Rising Star providers, there are now 40 certified TRS centers. As of November, Workforce met six of the performance measures and missed two. Several Requests for Applications from schools in Shelby, Jasper and Polk counties are expected to be submitted to TWC for CTE and Dual Credit grants. He noted that 11 additional weeks have been added for unemployment claimants as long as they continue to request payment and meet eligibility requirements. IRS and Texas Comptroller Fiscal 2021 Travel Reimbursement Rates for Automobile mileage was changed to 56 cents per mile effective January 1, 2021. TWC issued an amendment to Re-employment Services and Eligibility Assessment (RESEA) to extend grant period to March 31, 2021. He noted the unemployment rate for November was 9.2. Misty Woodard, Finance Director, attended the Texas Comptroller of Public Accounts Certified Texas Contract Developer Training. Mr. Durand shared that the development and design work on the board website, detwork.org, is nearing completion. The new site is expected to go live by early February. The new attractive design will be business-focused, accessibility compliant, user friendly, responsive and offered in two languages, English and Spanish.

#### **VII. Committee Reports**

##### **A. Executive/Finance Committee**

##### **1. Committee Activity/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 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. He said the board will continue to be kept apprised of plans and actions to remedy the findings and prevent them from reoccurring.

**2. Discussion/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 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. 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 noted the demand industry/occupation and target occupation lists were developed using historical and projected data, education availability and local knowledge. He expressed appreciation to the ad hoc committee members who reviewed the documents, met twice and offered valuable contributions to the draft plan presented for approval. He noted, the final plan, including any public comments received, will be brought back for final review and approval at the Board’s February 2021 meeting.

Motion: The Executive/Finance Committee recommended approval of the Strategic Plan Draft for PY 2021-2024 for release for public comment.

Second: Ellen Mills

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

**B. Action Item 21-02 Educational Outreach Specialist Program**

Mr. Durand described the Workforce Career and Education Outreach Specialist program and plans to 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: The Executive/Finance Committee recommended approval of the cost not to exceed \$80,490 and plan to implement Workforce Career and Education Outreach Specialist in the Deep East Texas region.

Second: Robert Fitzpatrick

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: The Executive/Finance Committee recommended approval the data validation testing as presented.

Second: Tyane Dietz

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 October 2020 and November 2020**

1. **Statement of Financial Position**

2. **Budget vs. Actual**

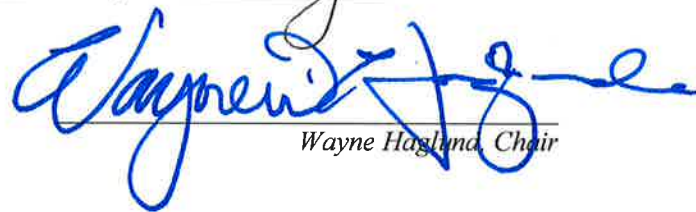
3. **Grant Report**

Misty Woodard provided financial updates for the months of October and November 2020, and stated the board is in a good financial position. She reviewed variances and summarized the status of each grant contract. On a motion by Tyane Dietz, the Board accepted the financial reports.

### VIII. Adjourn

Vice Chair Kelly Marshall adjourned the meeting at 3:28 p.m.

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

  
Wayne Haglund, Chair

Attest

  
Karen Stubblefield, Operations Manager