

**Workforce Solutions - Deep East Texas**  
**415 S. First Street, Suite 110B**  
**Lufkin, TX 75901**  
**Operations Committee Meeting Minutes**  
**April 1, 2021**

**I. CHAIR ROBERT FITZPATRICK CALLED THE OPERATIONS COMMITTEE MEETING TO ORDER AT 9:01 A.M.**

**MR. FITZPATRICK 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.**

**AFTER THE ROLL CALL, MR. FITZPATRICK CONFIRMED THAT A QUORUM WAS PRESENT:**

**Members Present:** Joe Clyde Adams, Rebekah Burkhalter, Gregg Durham, Robert Fitzpatrick, Ethan Herr, Malcolm Ifoezeh, Marisa Phillips, Randall Roberts, Jessica Rogers, John White

**Members Absent:** Phyllis Grandgeorge, Elaine Wade

**Board Staff Present:** Mark Durand, Misty Woodard, Debb Homman, Tiereny White and Karen Stubblefield

**Visitors:** Michelle Kennedy, Paul Dunn, Kevin Bradford, Billy Reddick, Jacob Lusk

**CHAIR ROBERT FITZPATRICK REMINDED THE COMMITTEE MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.**

Chair Robert Fitzpatrick asked that all members sign a conflict of interest declaration regardless of whether they have a conflict and send it to the Board staff for recordkeeping.

**WELCOME OF GUESTS:**

Mark Durand introduced Tiereny White, a new board staff member who has been named the Workforce Career and Education Outreach Specialist.

**II. Public Comments**

None

**III. Discussion/Action: Approval of Minutes – July 8, 2020**

**Motion:** Gregg Durham made the motion to approve the minutes as presented.

**Second:** John White

**In Favor:** All

**Oppose:** None

**Abstain:** None

**Motion:** Passes

**IV. Discussion/Possible Action**

**A. Action Item 21-07 Training Provider Policy**

The Training Provider Certification System is the system for selecting Workforce Innovation and Opportunity Act (WIOA) funded training providers for adults, dislocated workers, and out-of-school youth. Training providers must submit applications annually to the local boards for approval of individual training programs, and the boards forward the approved applications to TWC for certification and inclusion on the statewide list of training providers. Staff recently reviewed and updated the Training Provider Policy for technical changes and clarifications to be in line with TWC.

Motion: Gregg Durham made the motion to approve the policy changes as presented.  
Second: Joe Clyde Adams  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

**B. Action Item 21-08 WIOA Policy**

Mark Durand described the recommended changes to the WIOA policy with regard to technical changes and clarifications, including increase/update the Individual Training Account (ITA) limit for Occupational/Vocational Skills' Training from \$8,500 to \$12,000 to cover full cost of training.

Motion: Gregg Durham made the motion to approve the policy changes as presented.  
Second: John White  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

**C. Action Item 21-09 Child Care Policy**

Debb Homman reported that staff reviewed the Child Care Policy and recommended changes related to removal of the child Care Automated Attendance System, the TWC contract ended March 31, 2021. Child care providers will be required to do manual tracking. The blended rate calculation for school age children was added to the policy.

Motion: Jessica Rogers made the motion to approve the policy changes as presented.  
Second: Gregg Durham  
In Favor: All  
Oppose: None  
Abstain: None  
Motion: Passes

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

None

**V. Board Reports**

**A. Workforce Center Report**

Mark Durand reviewed the program performance summary, meeting eight (8) of the performance measures. By August, eleven (11) measures should be meeting. TWC is considering reinstating the CHOICES measure of 10% target during the month following the reinstatement of CHOICES participation requirement by Texas Health and Human Services. He will keep the board informed as information becomes available. Mr. Durand noted the TWC monitoring report #20.17.0001 was received and resolved. The contractor and board continue to conduct internal monitoring and correct the process. Billy Reddick, project director, reported on workforce activities, traffic in the workforce centers, training enrollments and costs.

**B. Child Care Services Report**

Debb Homman provided the child care summary of actual enrollment compared to target numbers.

She reviewed strategies to raise awareness now that enrollment is open and encourage eligible families to apply. Ms. Homman reviewed monitoring activities by the contractor and the Board. Mark Durand noted the child care budget adjustment of \$1.4 million covered the 25% reimbursement to open providers.


**VI. Adjourn**

Chair Robert Fitzpatrick adjourned the Operations Committee Meeting at 10:18 a.m.

Duly passed and approved on this 1st day of April 2021

  
Robert Fitzpatrick, Chair

Attest

  
Karen Stubblefield  
Operations Manager