

**Workforce Solutions – Deep East Texas  
Board Meeting Minutes  
415 S. First Street, Suite 110B  
Lufkin, TX 75901  
June 22, 2021**

**I. VICE CHAIR KELLI MARSHALL CALLED THE BOARD MEETING TO ORDER AT 2:34 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, Tyane Dietz, Robert Fitzpatrick, James Gentry, Ethan Herr, Staci Hodges, Eddie Hopkins, Malcolm Ifoezeh, Garvey Jackson, Kotosha Jeffery, Kelli Marshall, Ellen Mills, Marisa Phillips, Randall Roberts, John Allen Slocomb, John White

**Members Absent:** TJ Colwell, Tim Ditoro, Gregg Durham, Phyllis Grandgeorge, Wayne Haglund, Karen Hatton, Anita Humphreys, Laurie King, Gene Lee, Quincy Martindale, Jessica Rogers, Rich Scott

**Board Staff Present:** Mark Durand, Karen Stubblefield, Misty Woodard, Debb Homman, Sarah Milligan

**Visitors:** Allison Mann, Tami Poulan, Billy Reddick, Paul Dunn, Sheila Collins, Shakia Roberts, Amy David, Manuel Ugues, Scott Amey, Stacey Sewell, Bobbie Stewart, Kandace Lucas, Keith Scott, Luis Garza, Rebecca Montgomery, LaTreaser Cartwright, Michelle Kennedy

**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 Keith Scott, the lead evaluator for the Workforce Services Operations Request for Proposals. He also welcomed several representatives of the companies that submitted proposals.

**II. Public Comments**

None

**III. Discussion/Action: Approval of Minutes – April 13, 2021**

**Motion:** Eddie Hopkins made the motion to approve the minutes as presented.

**Second:** Robert Fitzpatrick

**In Favor:** All

**Oppose:** None

Abstain: None  
Motion: Passes

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

##### **A. Designated CEO Appointment**

Mark Durand said the Deep East Texas Local Workforce Development Board Chief Elected Officials (CEO's) oversee and plan workforce development activities throughout the workforce development area that consist of the twelve counties of deep east Texas. The Interlocal Agreement outlines the process that the CEO's will follow to select the Designated CEO; who will act on behalf of the other chief elected officials for the purpose of setting up the Local Workforce Development Board. Bob Brown, Lufkin's mayor, did not seek reelection. A meeting of the CEO's was held on June 3, 2021. The CEO's selected Jimmy Mize, Mayor of Nacogdoches, as the Designated CEO. Mr. Mize has previously served on the Local Workforce Board and served as a past Chair of the Board. Mr. Mize has assumed his duties as Designated CEO effective June 7, 2021. As Designated CEO, Mr. Mize, will keep the CEO's informed regarding Local Workforce Development Board activities and shall serve as an ex officio member of the Deep East Texas Local Workforce Development Board.

##### **B. Information Technology Assistant Position**

Mark Durand said the Texas Workforce Commission (TWC) conducted an analysis using an independent security assessment of the Texas Cybersecurity Framework and each individual Board's cyber security level of risk. The analysis identified TWC and the Board's need to place more emphasizes and staff time toward cyber security protection. The Board currently has 1.5 FTEs in the Information Technology Department. Irma Castellanos has been employed with the Board part-time since January 2020, and also attending Stephen F Austin State University. Irma graduated in May 2021 with a Bachelor's degree in Information Technology. Irma has done an excellent job and has received numerous positive comments from Board and contractor staff of her helpfulness in trouble shooting IT issues. She will also be tasked with cybersecurity duties, which will help the Board align factors to reduce risk of cyber-attacks. She will move to the full-time position effective July 1, 2021. The hiring will not exceed the board's budgeted personnel cost.

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

Malcolm Ifoezeh announced Christina Ward is the new Supervisor for Vocational Rehabilitation. Ethan Herr noted that on June 26, the state decided to opt out of the federal pandemic benefits. Twenty-five states have opted out of the program.

#### **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 the new Agency Board Agreement between TWC and the Board reflected that the Board will be required to implement Information Security Management (ISM) compliance policies and procedures. He noted that TWC decreased the 1721 Supplemental Nutrition Assistance Program (SNAP) grant award amount by \$49,844; removing SNAP ABAWD funding (\$77,699) and adding \$27,155 in SNAP 50/50 funds. Amended grant award is \$429,038. The Board will amend DWFS contract due to loss of SNAP ABAWD funding in the amount of approximately \$32,000. The Board entered

into a non-financial agreement with Energy5 to retrieve historical usage information in order for the Board to request pricing from potential suppliers. The data will be used to make informative decisions in choosing future energy and power suppliers to the workforce centers and board offices. As of March 2021, YTD child care enrollment was 87.18% with 1789 children enrolled in care with a goal of 2052. At the June 16 Operations meeting with Child Care Services, enrollment had grown to 2,297. A wait list has been established with 241 children. As of March 2021, 3 workforce performance measures missed targets. Mr. Durand and staff met with the leaders of Angelina Forest Products and discussed partnership opportunities for future employees to fill workforce. He reported that the Teacher Externship concluded successfully and identified technical and soft skills needed by employers, as well as other achievements. He provided a legislative update and summarized the results of the Career and Technical Education (CTE) Signing Day in partnership with Nacogdoches ISD.

## **VII. Committee Reports**

### **A. Operations Committee Reports**

#### **1. Committee Activity**

#### **2. Discussion/Possible Action**

##### **a. Action Item 21-12 Child Care Policy**

Debb Homan discussed the updates to the policy that provides guidance on serving children through recognized partnerships. Additionally, she noted the policy language for Texas Rising Star are changing to new standards.

Motion: The Operations Committee recommended approval of the policy

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: Marissa Phillips

Motion: Passes

Marissa Phillips declared a conflict of interest.

##### **b. Action Item 21-13 Information Security Policy**

Motion: The Operations Committee recommended approval of the policy with spelling correction noted.

Second: Lisa Balty

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

### **B. Business Services Committee Reports**

#### **1. Committee Activity**

Tyane Dietz reported that the committee discussed the need for businesses and employers to get workers back. Many individuals will be coming off unemployment at the end of June, the centers will be busy assisting individuals. She stressed the need for the centers to be business centric and meet employers' needs.

#### **2. Information Items**

Through the Summer Earn and Learn program, Mark Durand noted that some students who registered to participate have not been showing up for their work readiness classes, signaling some may not be ready for in-person work activities.

**C. Executive/Finance Committee**

**1. Committee Activity**

**2. Discussion/Possible Action**

**a. Action Item 21-14 Relocation of Child Care Services Office**

Mark Durand explained that moving the Child Care Services (CCS) staff to the Angelina County Workforce Center would utilize available space, minimize customer travel between services and allocate cost between services.

Motion: The Executive/Finance Committee recommended for approval

Second: John White

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

**b. Action Item 21-15 Shelby County Workforce Center Lease**

Mark Durand explained that the current Shelby County Workforce Center lease expires August 31, 2021; which will be the end of the five (5) year lease period. An RFP was released on May 11, 2021. One proposal was received. The proposal was evaluated to ensure its minimum required score of 70 (average score 89). The RFP was scored in the areas of responsiveness to Board Needs; Reasonableness of Cost and Project Completion; Past Performance and Quality; Additional Considerations and Historically Under-utilized Business.

Motion: The Executive/Finance Committee recommended for approval

Second: Joe Clyde Adams

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

**c. Action Item 21-16 Award and Negotiation for the Management and Operations of Workforce Center Services, RFP 21-401**

Mark Durand reported that the Workforce Center Services Request for Proposal was released on March 15, 2021. The Proposal's deadline was April 28, 2021. The Board received four (4) proposals: Dynamic Workforce Solutions – TX, LLC.; Career Team LLC; Innovative Concepts for Workforce Solutions, LLC.; and SERCO, Inc. The Board procured three (3) independent evaluators and selected Keith Scott as Lead Evaluator. The four (4) proposals were sent to the evaluation team for review. All four (4) proposals met the minimum standards requirement and scored 70 or above. Lead Evaluator Keith Scott reviewed the evaluation process. According to the evaluation tool, the categories measured were: organizational capacity/qualifications, demonstrated effectiveness, quality of program design and operational plan, fiscal management/financial capabilities, and outreach and partnerships, and HUB certification. He said it was a consensus by the evaluation team that Dynamic Workforce Solutions ranked number one and scored the highest 90.16%. Career Team ranked number 2 at 87.66, Serco ranked number 3 with score of 77, and number 4 was Innovative Concepts that scored 76.33. According to Mr. Scott, the evaluation team noted the strengths of Dynamics were: met or exceeded 98% of contracted performance over the last three years, they are the current contractor, scored

very well on organizational capacity and qualifications, significant experience in urban and rural areas, good response in reference to employer services, a good response in reference to outreach and partnerships, and fiscal management and financial capability. Overall, it was thought to be a solid response. The areas of improvement or weaknesses were: high turnover (27%), some spending benchmarks were not reached, recently had some corrective action plans and some findings that they were currently resolving and working on, more innovation was needed, and participant training and supportive services were shown in a different document in the proposal.

Motion: The Executive/Finance Committee recommended to allow the Board staff to negotiate a contract with the recommended Proposer for the Management and Operations of the Workforce Center Services.

Second: John White

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 March and April 2021**

**1. Statement of Financial Position**

**2. Budget vs. Actual**

**3. Grant Report**

Misty Woodard provided financial updates for the months of March and April 2021. She referenced the variance narrative and reviewed the contracts outstanding. On a motion from the Executive Finance Committee, seconded by Randy Roberts, the Board accepted the financial reports as presented.

**d. Adjourn**

Vice Chair Kelli Marshall adjourned the meeting at 3:29 p.m.

Duly passed and approved on this 10 day of August 2021

  
Wayne Haglund, Chair

Attest

  
Karen Stubblefield, Operations Manager