

**Workforce Solutions - Deep East Texas**  
**415 S. First Street, Suite 110B**  
**Lufkin, TX 75901**  
**Executive/Finance Committee Meeting Minutes**  
**June 22, 2021**

**I. VICE CHAIR KELLI MARSHALL CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:03 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, Kelli Marshall, Ellen Mills, John Allen Slocomb

Members Absent: Wayne Haglund, Gene Lee

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

Visitors: Paul Dunn, Manuel Ugues, Rebecca Montgomery, Heidi Geyer, Anthony Terlizzi, Keith Scott, 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:**

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: Robert Fitzpatrick made the motion to approve the minutes as presented.

Second: Kotosha Jeffery

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

**IV. Information and Briefing 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. 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.

**c. CHOICES Pilot Program**

Mark Durand shared that the Texas Workforce Commission (TWC) has waived the CHOICES Work Rate through September 2021. TWC has provided guidance to the Boards and asked the Boards to develop a Pilot Program to increase CHOICES Work Rate and to engage current CHOICES participants, both mandatory and voluntary (Texas Health and Human Services performs the eligibility of participants). The Board's Pilot Plans to enhance participation include: Enroll CHOICES participants in short-term training, using TANF/CHOICES funds and Offer CHOICES Guide B-708 Additional Incentives to encourage exempt TANF/CHOICES customer to participate.

**V. Discussion and Possible Action**

**A. Action Item 21-14 Relocation of Child Care Services Offices**

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

Motion: Ellen Mills made the motion to approve the relocation of Child Care Services

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

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

Mark Durand said the Board released a Request for Proposal (RFP) soliciting proposals for lease space for the Shelby County Workforce Center May 11, 2021. The RFP outlined specific facility requirements of square footage; location to ensure customer accessibility, parking availability and building requirements of meeting city, county and state ordinances. The current lease expires August 31, 2021; which will be the end of the five (5) year lease period. One proposal was received. The proposal was evaluated to ensure it met the 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: Robert Fitzpatrick made the motion to approve Lease Space with T&C Management and allow Executive Director to secure lease agreement with T&C Management  
Second: Ellen Mills  
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. Mr. Scott summarized the strengths and weaknesses of top proposer. 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: Lisa Balty made the motion to approve the recommendation of the Evaluation Team and allow the Board staff to negotiate a contract with the recommended Proposer for the Management and Operations of the Workforce Center Services.  
Second: Tyane Dietz  
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 March and April 2021**

- **Statement of Financial Position**
- **Budget vs. Actual**
- **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. Mark Durand noted over 3,000 students in six schools had been reached through the JA Inspire career exploration platform. The sanitation devices purchased for the eligible child care centers allows the centers to sanitize daily, weekly or as needed to provide protection for the children. TWC informed the Board it would not be receiving SNAP ABAWD funding of \$70K, SNAP E&T would be increased, but the Board will have to cut about \$30K of the contractor's budget. On a motion by Ellen Mills, 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 1:44 p.m.

Duly passed and approved on this 10 day of August 2021

  
Wayne Haglund, Chair

Attest

  
Karen Stubblefield, Operations Manager