

**Workforce Solutions Deep East Texas
Board Meeting Minutes
415 S. First Street, Suite 110B
Lufkin, TX 75901
August 10, 2021**

I. CHAIR WAYNE HAGLUND CALLED THE BOARD MEETING TO ORDER AT 2:33 P.M.

MR. HAGLUND 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. 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. HAGLUND 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, Wayne Haglund, Ethan Herr, Staci Hodges, Eddie Hopkins, Malcolm Ifoezeh, Garvey Jackson, Kotosha Jeffery, Ellen Mills, Marisa Phillips, Rich Scott, John Allen Slocomb

Members Absent: Phyllis Grandgeorge, Karen Hatton, Anita Humphreys, Laurie King, Gene Lee, Kelli Marshall, Quincy Martindale, Randall Roberts, Jessica Rogers, John White

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

Visitors: Richard Rudel

CHAIR WAYNE HAGLUND REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

Chair Wayne Haglund 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 Richard Rudel of Alexander Lankford & Hiers, Inc.

II. Public Comments

None

III. Discussion/Action: Approval of Minutes – June 22, 2021

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

Second: Eddie Hopkins

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

IV. Information Items

Mark Durand reported on the results of the Summer Earn and Learn (SEAL) program, which is a statewide strategy that includes work readiness training and paid work experience for students with disabilities during

the summer months, June to August. The services of the SEAL program are provided by the Board and the workforce contractor to support the Texas Workforce Commission's implementation of Pre-Employment Transition Services (Pre-ETS) for students with disabilities. He reported that 50 students had been referred from Vocational Rehabilitation, 27 attended the work readiness training, and 27 were placed at worksites. Mr. Durand also provided a summary of the Workforce Solutions Deep East Texas Teacher Externship program that took place June 14-18. He noted 19 Career and Technical Education (CTE) teachers from 11 school districts were matched with 19 businesses across the region for a week of learning, observing and job-shadowing.

V. Board Members Comments on Activity in their Respective Areas

In Angelina County, TJ Colwell shared that Lockheed Martin is expanding to a goal of 500 employees by the end of the year. The company is partnering with Angelina College and working to move some of its apprenticeship skills training to the college. In Jasper County, Eddie Hopkins shared that Provalus is expanding from about 100 employees to 200 by the end of the year. In Nacogdoches County, Lisa Balty shared that Big Lots will be opening soon. Tyane Dietz noted that smaller schools are going to four-day weeks, and that is a challenge for parents to find day care. In Houston County, James Gentry reported that Lincoln Lumber is expanding to the county, expecting to hire 19 employees.

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

Mark Durand reported that completed contracts included the lease for the Shelby County Workforce Center and Adobe Sign. Child Care is meeting performance, and Workforce is meeting all but two performance measures. Jasper County has left the Deep East Texas Council of Governments to join the South East Texas Regional Planning Commission (SETRPC) based out of Beaumont. This move will not change Jasper County's participation in the Deep East Texas Local Workforce Development Area (WDA). Contacts and coordination efforts continued including regional meetings, news interviews, stakeholder meetings, business openings and apprenticeship discussions with employers. Eddie Hopkins commented that a prospective Child Care Center business in Jasper was impressed with the knowledge and appreciative of the assistance provided by Mr. Durand and his staff.

VII. Committee Reports

A. Operations Committee Reports

1. Committee Activity

2. Discussion/Possible Action

a. Action Item 21-17 Child Care Policy

Motion: The Operations Committee recommended approval of the Child Care Policy as presented.

Second: Joe Clyde Adams

In Favor: All

Oppose: None

Abstain: Marissa Phillips

Motion: Passes

Marissa Phillips declared a conflict of interest.

B. Executive/Finance Committee

1. Committee Activity

2. Discussion/Possible Action

a. Action Item 21-18 Annual Audit

Mark Durand noted that the Board is required to have an annual audit as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); and the State of Texas Single Audit Circular. Alexander, Lankford, and Hiers, Inc. Certified Public Accountants conducted an independent audit of the Board's financial position as of September 30, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. Richard Rudel, CPA, with Alexander, Lankford and Hiers, Inc. presented the audited financial statements. He noted there were no issues, deficiencies or material weaknesses. The report reflected an unmodified opinion, which is noted as the highest rating given to the organization.

Motion: Eddie Hopkins made the motion to accept the annual audit as presented.

Second: Tim Ditoro

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

b. Action Item 21-19 Lufkin Forward Resolution

Mark Durand explained the Lufkin Economic Development Corporation (LEDC) is working with urban planning consultants, City of Lufkin, Council Members, community members, residents, organizations and other stakeholders to develop a plan to improve Lufkin downtown infrastructure and beautification project. The Public Realm Vision hopes to influence future development projects and public investments in Lufkin Downtown. Bob Samford, Director LEDC, requested the Deep East Texas Local Workforce Solutions support the project by signing the resolution. The resolution does not commit the Board financially to the project. Earlier this year the Board partnered with the LEDC to conduct a Retail Analysis of Downtown Lufkin utilizing mobile data to track trends of customers visiting downtown. In 2020, an estimated 127,700 customers visited downtown with the majority from the City of Lufkin and Angelina County zip codes. The 2021-2024 Board Goal aims to strengthen community partnerships with economic development corporations, chambers of commerce and other business and community organizations to promote the region's economic prosperity by increasing the skills levels and earning power of the region's workforce.

Motion: Eddie Hopkins made the motion to motion to approve the resolution in support of the Lufkin Forward Vision development.

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

c. Action Item 21-20 Request for Renewal of Child Care Services Contract

Mark Durand said the Board originally contracted with Goodwill Industries of Central East Texas, Inc. (GWI), in 2020-2021 based on the results of the Request for Proposals (RFP) #20.395. The contract term will be the 2nd year option of the allowable procurement for the period October 1, 2021 - September 30, 2022. He and Debb Homman reviewed the GWI's performance, fiscal integrity, monitoring, customer satisfaction and appeals from the past year.

Motion: Robert Fitzpatrick made the motion to authorize staff to begin negotiations for the 2021 -2022 contract year with Goodwill Industries of Central East Texas, Inc.

Second: Gregg Durham

In Favor: All

Oppose: None
Abstain: None
Motion: Passes

d. Action Item 21-21 Digital Documentation Software

Mark Durand explained that the purchase of document file maintenance software can aid in improving processes around the capture and management of paper, digital documents and other critical information. The Board currently retains records for five (5) years; which has increased the amount of storage the Board utilizes. The paperless process will eventually help to eliminate and decrease the amount of storage needed while providing easier access to files for monitoring by staff, external monitors and TWC monitors. After receiving quotes, the purchase of Cabinet perpetual licenses is recommended based on cost, consistency, reputation, elimination of storage space and supply savings. This fiscal impact is estimated to be \$57,991.25.

Motion: Tim Ditoro made the motion to motion to approve the purchase of the paperless software product, Cabinet.

Second: Gregg Durham

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 May and June 2021

1. Statement of Financial Position

2. Budget vs. Actual

3. Grant Report

Misty Woodard provided financial updates for the months of May and June 2021. She referenced the variance narrative and reviewed the contracts outstanding. On a motion by Garvey Jackson, seconded by Joe Clyde Adams, the Board accepted the financial reports as presented.

VIII. Adjourn

Chair Wayne Haglund adjourned the meeting at 3:28 p.m.

Duly passed and approved on this 14th day of September 2021


Wayne Haglund, Chair

Attest


Karen Stubblefield, Operations Manager