

Workforce Solutions - Deep East Texas
415 S. First Street, Suite 110B
Lufkin, TX 75901
Executive/Finance Committee Meeting Minutes
August 10, 2021

I. CHAIR WAYNE HAGLUND CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:37 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 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. HAGLUND CONFIRMED THAT A QUORUM WAS PRESENT:

Members Present: Lisa Balty, Tyane Dietz, Robert Fitzpatrick, James Gentry, Wayne Haglund, Garvey Jackson, Kotosha Jeffery, Kelli Marshall, Ellen Mills, John Allen Slocomb

Members Absent: Gene Lee

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

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

Second: James Gentry

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

IV. Information and Briefing Items

None

V. Discussion and 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: Robert Fitzpatrick made the motion to accept the annual audit as presented.

Second: Tyane Dietz

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: Lisa Balty made the motion to approve the resolution in support of the Lufkin Forward Vision development.

Second: James Gentry

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

Second: Robert Fitzpatrick

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: Garvey Jackson made the motion to approve the purchase of the paperless software product, Cabinet

Second: Kelli Marshall

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

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

None

VI. Discussion and Acceptance of Financial Reports

A. Financial Reports for May and June 2021

- **Statement of Financial Position**
- **Budget vs. Actual**
- **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 Tyane Dietz and seconded by Ellen Mills, the committee accepted the financial reports.

VII. Discussion of issues to be brought before the Committee

None

VIII. Adjourn

Wayne Haglund adjourned the Executive/Finance Committee Meeting at 2:20 p.m.

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


Wayne Haglund, Chair

Attest


Karen Stubblefield, Operations Manager