

Workforce Solutions - Deep East Texas
415 S. First Street, Suite 110B
Lufkin, TX 75901
Executive/Finance Committee Meeting Minutes
July 19, 2022

I. CHAIR KELLI MARSHALL CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 12:32 P.M.

MS. MARSHALL ANNOUNCED IN ACCORDANCE WITH GUIDANCE FROM THE TEXAS WORKFORCE COMMISSION (WD LETTER 28-19) DATED NOVEMBER 19, 2019, REGARDING THE TEXAS OPEN MEETINGS ACT GOVERNMENT CODE CHAPTER 551 ALLOWING THE USE OF VIDEOCONFERENCING AS A METHOD FOR CONDUCTING BOARD MEETINGS, THE BOARD IS PROVIDING FOR PUBLIC PARTICIPATION IN THE OPEN PORTIONS OF ITS COMMITTEE MEETING AT THE ADDRESS LISTED ABOVE AND 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. THE BOARD SERVES TWELVE (12) COUNTIES AND LISTED THE HOST LOCATION, AND PRESIDING OFFICER, KELLI MARSHALL, WAS PHYSICALLY PRESENT.

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, Gene Lee, Kelli Marshall, Ellen Mills, John Allen Slocomb

Members Absent: Wayne Haglund

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

Visitors: Kevin Bradford, LaTreaser Cartwright, Rhonda Cartwright, Paul Dunn

KELLI MARSHALL REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

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:

None

II. Public Comments

None

III. Discussion/Action: Approval of Minutes – June 28, 2022

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

Second: Robert Fitzpatrick

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

IV. Information and Briefing Items

A. High Demand Job Training Grant

The Texas Workforce Commission (TWC) High Demand Job Training (HDJT) Program is designed to address skills gaps and ensure a talent pipeline to address industry needs, and is intended to support Boards in partnering with local Economic Development Corporations (EDCs) that use their local economic development sales taxes for high-demand job training. As of June 21, 2022, TWC opened applications to the Boards to submit for unspent funds (FY22). The Board contacted all three (3) of the EDCs within the region for partnership and leverage of funds. Two (2) EDCs expressed interest in leveraging their sales tax dollars to assist with equipment purchases for their local Independent School District (ISD). Jasper Economic Development Corporation leveraged \$56,172 to match Workforce funds to equip the Deep East Texas College and Career Academy (DETCCA) with two (2) computer labs to enhance the IT skills of the DETCCA students. The equipment will consist of 40 PCs and 15 Apple computers. The equipment will help prepare 30 or more students to enter the field of network systems and support occupations. Students will earn a Level 1 Certificate in Computer Support and up to 24 college credit hours from Lamar Institute of Technology. The Board submitted an application to TWC applying for \$112,344 to fund this project. Crockett Economic and Industrial Development Corporation (CEIDC) leveraged \$15,000 to match Workforce funds for a total amount of \$30,000 to purchase health science and advanced manufacturing Career and Technology Education programs at Crockett ISD. The \$7,168 of equipment for health sciences will help 15 students earn certifications for Nursing Assistant, Phlebotomy Technician and EKG Technician. The remaining \$22,832 will be used to purchase a used forklift to train 50 students. Crockett ISD is currently providing classroom instruction, but students must travel to Lufkin for certification. Students completing the training will earn Forklift and OSHA certifications.

B. Texas Industry Partnership Grant

The Texas Workforce Commission (TWC) Texas Industry Partnership (TIP) Program supports collaborations between local workforce development boards and industry partners, including private foundations, through the leveraging of matching contributions of cash or qualifying expenditures for occupational job training. Mr. Durand reported the Board and Lufkin ISD Education Foundation met on July 12, 2022, to discuss the partnership purchase of equipment for technical education and training for Lufkin ISD middle school students to address the skills development in Information Technology and Advanced Manufacturing industries. The Foundation identified the need for the technology through its Innovative Teacher Grant program. The program will provide for tools to deliver instruction so that 530 LISD middle schools students will learn programming and robotics, and thereby, can gain fluency, computational thinking, algorithmic thinking, as well as persistence, logic, and collaborative communication capabilities. These activities support the high demand occupations of computer programmer and engineer. If approved by TWC, the Lufkin ISD Education Foundation's contribution of \$2,320 will be matched with \$2,320 in TIP grant funds, and Workforce Solutions Deep East Texas will purchase the above-mentioned equipment.

Tyane Dietz removed herself from any discussion regarding Lufkin ISD Education Foundation because she is on the organization's Board.

C. Child Care Apprenticeship

TWC released a Request for Applications (RFA) for a Child Care Apprenticeship. RFA Submissions are due by August 12, 2022. Mr. Durand reported the Board reached out to Angelina College (AC) and Stephen F. Austin State University (SFA). SFA's Dr. Abbott responded that SFA would apply. Board staff also met with the T.L.L. Temple Foundation since the Foundation supports two child care centers; the Katherine Sage Temple Child Care Center and Pineland Early Learning Center.

D. Child Care Quality Revised Plan

Debb Homman, Child Care Coordinator, reviewed the Child Care Quality (CCQ) Plan and the Texas Rising Star (TRS) Support Funds Revised Plan. States are required to annually prepare and submit a quality progress and expenditure report. The purpose of this report is to show the state's progress on improving the quality of child care programs and services. This report must be submitted to the Texas

Workforce Commission (TWC) annually no later than November 1st. TWC approved the Board's CCQ Plan of \$577,014 on November 16, 2021. These funds must be expended no later than October 31, 2022. Boards received funding for the TRS Support Funds and were required to develop a plan for use of additional Board Contract Year 2022 Child Care and Development Block Grant (CCDBG) federal funds to promote increased and ongoing participation of child care centers in the TRS program. Submission of this plan to TWC was due no later than October 31, 2021. The Board's TRS Support Funds Plan for \$418,816 was approved on January 4, 2022. Due to several cost categories expenses below the initial projected cost a revised plan was submitted to TWC on June 16, 2022, and approved on June 24, 2022. This revised plan includes updated planned expenditures for a Professional Development Day for TRS providers. Previously, the TRS Plan allocated \$50,000 for the Professional Development Day, but the actual cost was slightly under \$29,000. The excess \$21,000 was reallocated to support child care staff in obtaining their Child Development Associate (CDA) by purchasing CDA books and paying the testing fee for CDA candidates.

E. Budget Training Dates

The Board's Finance Director, Misty Woodard, and other Board staff are developing Budget Training for Board Members. This training will be offered twice in the month of August. Board Members have the option of attending one or both of the trainings, and can attend virtually or in-person. The tentative dates for training are Monday, August 15th, and Wednesday, August 24th.

V. Discussion and Possible Action

A. Action Item 22-17 Dynamic Workforce Solutions Contract Renewal

The workforce contract with Dynamic Workforce Solutions (DWFS) includes the option of four (4) one-year renewals before the Board will be required to procure a contractor again, and this contract is up for the first one-year renewal, contingent upon satisfactory performance and Board approval. Mr. Durand provided an overview of contract performance over the past eight (8) months. At the time of this overview, DWFS was meeting 19 of 21 measures. One of the measures was only being missed by one participant. DWFS has made progress each month on the second missed measure, but is projected to meet this measure in the near future. Mr. Durand stated TWC did not note any findings in either fiscal or programmatic reviews, and DWFS was determined to be materially compliant in all areas of the fiscal integrity review conducted by Diaz, Smith, and Associates (DSA). Mr. Durand also reviewed employer satisfaction results, where nearly all of the 206 businesses surveyed provided positive assessments of their experiences with DWFS.

- Motion: Lisa Balty made the motion to approve the Dynamic Workforce Solutions Contract Renewal.
- Second: Tyane Dietz
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

B. Action Item 22-18 Goodwill Industries Contract Renewal

The Board originally contracted with Goodwill Industries of Central East Texas (GWI) in 2020-2021 based on the results of RFP #20.395. The RFP allowed for an initial year and four one-year renewal options. The 2022-2023 contract term, if approved, will be the 2nd year option of the 4-year option to renew period noted in the RFP. Mr. Durand reviewed performance, noting GWI is currently meeting year-to-date performance (95.7%). The total number of contracted child care centers is 91. Mr. Durand further stated TWC did not note any findings in either fiscal or programmatic reviews, and GWI was determined to be materially compliant in all areas of the fiscal integrity review conducted by DSA. Of the 38 parent appeals from August 2021- June 2022, 10 parent appeals were overturned in favor of the parent, and 28 parent appeals were upheld. There were instances where child care providers received overpayment as a result of human error on GWI's part; however, overpayment was recouped from GWI.

- Motion: Tyane Dietz made the motion to approve the Goodwill Industries Contract Renewal.
- Second: Garvey Jackson
- In Favor: All

Oppose: None
Abstain: None
Motion: Passes

C. Action Item 22-19 Child Care Business Support Specialist Positions

TWC issued WD Letter 05-22 on April 14, 2022, approving funding to support the child care industry by authorizing Boards to hire new staff members to focus on child care business outreach and support. Mr. Durand reiterated that this is additional funding that would be allocated to the Board. Mr. Durand explained the differences between the Child Care Business Support Specialist position and the TRS Assessors and Mentors positions. A Child Care Business Support Specialist will work with and assist providers with the business aspect of their operations. Ms. Homman has talked to many providers who are receptive to receiving help and guidance with their business.

Motion: Kelli Marshall made the motion to approve the Child Care Business Support Specialist Positions.

Second: Lisa Balty
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

D. Action Item 22-24 Information Security Policy Update

TWC identified concerns with timely termination of TWIST access during their annual monitoring review. Board staff reviewed TWC Information Technology (IT) policies and revised the Board's Information Security Policy with updated procedures ensure access to TWIST is revoked in a timely manner upon user's termination.

Motion: Gene Lee made the motion to accept the revised Information Security Policy.

Second: Ellen Mills
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

E. Action Item 22-14 Closed Session – Deliberation Regarding Executive Director Employment and Evaluation Concerning Action Item 22-14. Gov't Code Section 551.074

Session Closed at 1:46 p.m.

Chair Kelli Marshall declared the committee move into closed session at 1:46 p.m.

Ms. Marshall reconvened Open Session at 2:50 p.m.

F. Open Session Action, if any, as a result of Closed Session Deliberation Regarding Executive Director Employment, Evaluation and Salary Concerning Action Item 22-14. Gov't Code §551.074

Motion: Kelli Marshall made the motion to approve a 4% salary increase regarding the Executive Director's compensation, beginning with the July 16, 2022 pay period.

Second: Tyane Dietz
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

VI. Discussion and Acceptance of Financial Reports

A. Financial Reports for May 2022

- **Statement of Financial Position**
- **Budget vs. Actual**
- **Grant Report**

Chair Kelli Marshall deferred the Financial Reports to the Board Meeting due to delay in commencement of Board Meeting.

VII. Discussion of issues to be brought before the Committee
None

VIII. Adjourn

Kelli Marshall adjourned the Executive/Finance Committee Meeting at 2:53 p.m.

Duly passed and approved on this 13th day of September 2022

Kelli Marshall

Kelli Marshall, Chair

Attest

Lauren Phipps

Lauren Phipps, Planning and Policy Specialist