

**Workforce Solutions Deep East Texas  
Executive/Finance Committee Meeting Minutes  
Lufkin/Angelina County Chamber of Commerce  
1615 S. Chestnut, Lufkin, TX 75901  
September 19, 2023**

**I. VICE-CHAIR ELLEN MILLS CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:10 P.M.**

**MS. MILLS 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, ELLEN MILLS, WAS PHYSICALLY PRESENT.**

**AFTER THE ROLL CALL, MS. MILLS CONFIRMED THAT A QUORUM WAS PRESENT:**

Members Present: Robert Fitzpatrick, James Gentry, Garvey Jackson, Kotosha Jeffery, Gene Lee, Kelli Marshall, Ellen Mills, John Allen Slocomb

Members Absent: Lisa Balty, Tyane Dietz, Wayne Haglund

Board Staff Present: Mark Durand, Jeff Eichman, Dara Harmon, Anna Holderberg, Debb Homman, Charles Jones, Lauren Phipps, Sarah Milligan, Maribel Soto-Mendoza, Karen Stubblefield

Visitors: Scott Amey, Kevin Bradford, LaTreasar Cartwright

**ELLEN MILLS, REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.**

Ms. Mills asked that all members sign a conflict of interest declaration and send the form to Board Staff.

**WELCOME OF GUESTS:**

None.

**II. Public Comments**

None.

**III. Discussion/Action: Approval of Minutes – August 8, 2023**

Motion: Gene Lee made the motion to approve the minutes as presented.

Second: Garvey Jackson

In Favor: All

Oppose: None  
Abstain: None  
Motion: Passes

**IV. Information and Briefing Items**

**A. WD Letter 21-23 Local Workforce Development Board Membership**

Mr. Durand explained House Bill (HB 1615), will require each Board to expand its membership to include a representative of the child care workforce. The representative must be a current owner/director of a child care provider that is licensed by or registered with the Texas Health and Human Services Commission's Child Care Regulation department. The WD Letter also requires Boards to be of a minimum of 27 members. This new requirement will require a change in our bylaws, which currently requires a minimum of 25. We must have the new Child Care representative appointed by November 30, 2023. Mr. Jackson asked if we had every county in our 12-county area represented. Mr. Durand replied that we have all except San Jacinto County represented.

**V. Discussion and Possible Action**

**A. Action Item 23-18 Equal Opportunity Policy Update**

Lauren Phipps reported the Board's Equal Opportunity (EO) Policy was updated pursuant to a recommendation from the Texas Workforce Commission's EO Division to include the following language:

*The Board shall not provide different, segregated, or separate services or training to individuals with disabilities unless such action is necessary to provide qualified individuals with disabilities with services or training that are as effective as those provided to others (29 CFR 38.12(a)(4)).*

Also included was an update to the EO Tagline to be more concise and include the Relay Texas phone numbers for reference.

Motion: Garvey Jackson made the motion to accept the updates to the EO Policy as presented.

Second: Robert Fitzpatrick

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

**B. Action Item 23-19 Polk County Workforce Center Lease**

Mark Durand explained that the Board released a Request for Proposal (RFP), soliciting proposals for lease space for the Polk County Workforce Center May 26, 2023. The Board received two proposals, and one was unacceptable because it arrived after the July 20<sup>th</sup> due date. The remaining proposal was received from Verna Faye Jackson, who is the current landlord for the current Workforce Center location. The Polk County Workforce Center has been located at this site since 2016. Currently the Board pays a total monthly payment (including maintenance and common area usage) of \$7,675 (\$1.09/per square foot). The proposal submitted was for a total of \$10,255 per month. After negotiations, the proposed rent would total \$8,500 per month (\$1.21/per square foot). Mr. Durand added that price increase is in anticipation of some necessary building improvements (HVAC, etc.). The Board has Memorandums of Understanding (MOU) with Alcohol Drug Abuse Council (ADAC) and Management and Employment Training (MET), and Vocational Rehabilitation partners that subsidize rent, it will help offset the increase. Mr. Durand requested the Board to approve the lease for a five year term with an option of an additional five years.

Motion: Gene Lee made the motion to accept the proposed lease as presented.

Second: Robert Fitzpatrick

In Favor: All

Oppose: None



Abstain: Garvey Jackson  
Motion: Passes

**C. Action Item 23-20 FY 2024 Annual Budget**

Mark Durand and Maribel Soto presented the FY'24 annual budget. The budget is a zero balance budget with revenue and expenditures projected \$28,703,258. Mr. Durand explained the revenue changed from the August budget workshop due to the Texas Workforce Commission decreasing Child Care Formula Funds from the original allocation. The Board countered this by annualizing the CCF grant which provided carry-over to offset the decrease in funding. Another notable change is the Full-Time Equivalency Rate (FTE) from 19 to 20.5 employees. Keeping Misty Woodard as Part-Time and adding a Business Service Specialist.

Motion: Robert Fitzpatrick made the motion to accept the FY 2024 Annual Budget as presented.  
Second: Gene Lee  
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 July 2023**

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

**VII. Discussion of issues to be brought before the Committee**

None

**VIII. Adjourn**

Ellen Mills adjourned the Executive/Finance Committee Meeting at 2:23 p.m.

Duly passed and approved on this 19 day of September 2023

  
Kelli Marshall, Chair

Attest

  
Dara Harmon, Exec. Administrative Assistant