

**Workforce Solutions Deep East Texas
Executive/Finance Committee Meeting Minutes
415 S. First Street, Suite 110B, Lufkin, TX 75901
November 12, 2024**

I. CHAIR KELLI MARSHALL CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:04 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 VIDEO-CONFERENCING AS A METHOD FOR CONDUCTING BOARD MEETINGS, THE BOARD IS PROVIDING FOR PUBLIC PARTICIPATION IN ITS BOARD 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: Joe Clyde Adams, Tyane Dietz, Tim Ditoro, Eddie Hopkins, Garvey Jackson, Kotosha Jeffery, Gene Lee, Kelli Marshall, John Allen Slocomb

Members Absent: Lisa Balty, Ellen Mills

Board Staff Present: Jeff Eichman, Dara Harmon, Marilyn Hartsook, Sarah Milligan, Lauren Phipps, Maribel Soto

Visitors: None

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

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

WELCOME OF GUESTS:

None.

II. Public Comments

None.

III. Discussion/Action: Approval of Minutes – October 8 and October 17, 2024

Motion: Joe Clyde Adams made the motion to approve the minutes as presented.

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

IV. Discussion and Possible Action

A. Action Item 24-27 WIOA Policy Update

As required by the Texas Workforce Commission (TWC), the Board must issue policy to follow the guidelines set forth by TWC regarding all programs administered by the Board. The Board policy is developed by staff in compliance with these statutes. Staff recently reviewed the Workforce Innovation & Opportunity Act (WIOA) Policy for technical changes and clarifications. The policy was updated as follows:

1. Added language under the Work Experience section to include:

After the initial 520 hours, youth (only) will be reevaluated to determine if the participant has developed the necessary work habits and gained the work-related skills to obtain unsubsidized employment. If the youth have not obtained the work skills needed, they may work up to an additional 520 hours (page 20).

2. Corrections of other minor language throughout the policy.

Motion: Tyane Dietz made the motion to approve the policy as presented.

Second: Gene Lee

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

B. Action Item 24-28 Work Experience and Work Activity Policy Update

The Board is required to issue policy to follow the guidelines set forth by TWC regarding all programs administered by the Board. The Board policy is developed by staff in compliance with these statutes. Staff recently reviewed the Work Experience and Work Activity Policy for technical changes and clarifications. The policy was updated as follows:

1. Added language under the General section to include:

Transitional Jobs to the list of services not provided under this policy. Transitional Jobs are time-limited work experiences that are subsidized for adults and dislocated workers who have barriers to employment because of chronic unemployment or inconsistent work history (pages 1-2).

2. Added language under WIOA Work Experience section to include:

Career counselors will need to identify the skills that are needed by the customer to obtain unsubsidized employment, and then determine the length of time needed for the customer to learn those skills - based on test scores, abilities, aptitudes, and related skills (page 2).

After the initial 520 hours, youth (only) will be reevaluated to determine if the participant has developed the necessary work habits and gained the work-related skills to obtain unsubsidized employment. If the youth have not obtained the work skills needed, the youth may work up to an additional 520 hours for a total of 1,040 maximum hours (page 2).

3. Added language under the Length of Training/Work Experience section to include:

After the initial 520 hours, youth (only) will be reevaluated to determine if the participant has developed the necessary work habits and gained the work-related skills to obtain unsubsidized employment. If the youth have not obtained the work skills needed, the youth may work up to an additional 520 hours for a total of 1,040 maximum hours (page 2).

4. Corrections of other minor language throughout the policy.

Motion: Kelli Marshall made the motion to approve the policy as presented.

Second: Eddie Hopkins

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

C. Action Item 24-29 Support Services Policy Update

The Board is required to issue policy to follow the guidelines set forth by TWC regarding all programs administered by the Board. The Board policy is developed by staff in compliance with these statutes. Staff recently reviewed the Supportive Services Policy for technical changes and clarifications.

The policy was updated as follows:

1. Deleted Personal Vehicle Expenses and replaced with Vehicle-related Transportation Assistance.
2. Updated language under the Vehicle-related Transportation Assistance section to include:
Vehicle-related Transportation Assistance includes repairs, driver's license fees (including renewals), inspection, registration tags, insurance, batteries, and tires. Minor car repairs or maintenance must correct a mechanical or other defect that prevents the car from passing state inspection or otherwise makes the car inoperable or unsafe. Items that are not allowed are vehicle bodywork, unless needed to make the vehicle operable or air-conditioning installation, repair, or maintenance unless medically necessary.

Participants must demonstrate ownership of a vehicle before any payment of expenses for repairs, insurance, or registration (page 6).

3. Corrections of other minor language throughout the policy.

Motion: Tyane Dietz made the motion to approve the policy as presented.

Second: Garvey Jackson

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

D. Action Item 24-30 Child Care Quality Implementation and Expenditure Plan

TWC issued WD Letter 09-24 to provide guidance on planning and reporting requirements for non-direct care Child Care Quality (CCQ) funds to Boards. The TWC three-member commission approved increasing the local workforce development board's allocation for quality from 4% to 6% of a Board's Child Care and Development Fund allocation. This funding must be expended by October 31, 2025. 6% CCQ = \$985,268

The purpose of this plan is to provide funds to improve the quality of child care services for all children in the following categories:

1. Training and Professional Development - training, professional development, and/or postsecondary education opportunities provided to child care provider staff that do not include infant- and toddler-specific training.
2. Tiered Quality Rating and Improvement System (QRIS) - Texas Rising Star recognition, maintenance, and mentor and assessor staff.
3. Infant and Toddler Quality Improvements - specifically addressing infant and toddler program establishment or expansion, infant and toddler training, early intervention partnerships, or infant and toddler materials.
4. Supporting Health and Safety - with assisting early learning programs maintain child care licensing compliance or providing high-quality health and safety provisions that do not include activities specific to infants and toddlers.
5. Supporting National Accreditation - assisting early learning programs in obtaining or maintaining national accreditation
6. Other Activities for child care staff:
 - Pre-K partnerships Incentives
 - Wage supports, staff recruitment incentives, and retention incentives

The Board has identified areas of need and also solicited input from child care providers and the Child Care Advisory Committee of how to utilize the funds to provide quality child care to the children served through Child Care Services (CCS).

Motion: Garvey Jackson made the motion to approve the plan as presented.

Second: Joe Clyde Adams

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

V. Closed Session

A. Closed Session Gov't Code Section 551.074

Session Closed at 1:40 p.m.

Chair Kelli Marshall convened the committee into closed session at 1:40 p.m.

Ms. Marshall reconvened Open Session at 2:26 p.m.

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

No action taken.

VI. Discussion and Acceptance of Financial Reports

A. Financial Reports for September 2024

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

Reports were tabled until the Board Meeting.

VII. Discussion of issues to be brought before the Committee

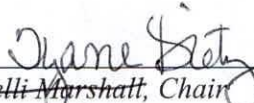
None.

VIII. Adjourn

Ellen Mills adjourned the Executive/Finance Committee Meeting at 2:26 p.m.

Duly passed and approved on this 11th day of February 2024.

Attest



Kelli Marshall, Chair
Tyane Dietz



Dara Harmon, Exec. Administrative Assistant