

**Workforce Solutions Deep East Texas
Board Meeting Minutes
415 S. First Street, Suite 110B
Lufkin, TX 75901
September 14, 2021**

I. ROBERT FITZPATRICK CALLED THE BOARD MEETING TO ORDER AT 2:32 P.M.

MR. FITZPATRICK 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 ITS BOARD MEETING AT THE ADDRESS LISTED ABOVE AND 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. THE BOARD SERVES TWELVE (12) COUNTIES AND LISTED THE HOST LOCATION AND PRESIDING OFFICER, ROBERT FITZPATRICK, WAS PHYSICALLY PRESENT.

AFTER THE ROLL CALL, MR. FITZPATRICK 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, Phyllis Grandgeorge, Ethan Herr, Staci Hodges, Eddie Hopkins, Anita Humphreys, Malcolm Ifoezeh, Kotosha Jeffery, Gene Lee, Kelli Marshall, Ellen Mills, Marisa Phillips, Randall Roberts, Rich Scott, John White

Members Absent: Wayne Haglund, Karen Hatton, Garvey Jackson, Laurie King, Quincy Martindale, Jessica Rogers, John Allen Slocomb

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

Visitors: Michelle Kennedy

ROBERT FITZPATRICK REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

Robert Fitzpatrick 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:

None

II. Public Comments

None

III. Discussion/Action: Approval of Minutes – August 10, 2021

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

Second: Gregg Durham

In Favor: All
Oppose: None
Abstain: None
Motion: Passes

IV. Information Items

None

V. Board Members Comments on Activity in their Respective Areas

Malcolm Ifoezeh commended Mark Durand for winning the Partnership Award for Vocational Rehabilitation. Board Members congratulated Mr. Durand.

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 noted that the Board staff has started putting together the Workforce Development News for Deep East Texas that will be sent out through email on a monthly basis to provide information on the services WSDet provides. Mr. Durand mentioned the Shelby County office is undergoing renovation to make the office more attractive and welcoming. As of July, the board is meeting the performance target for child care (1,945, 99.99%), and 10% of the Service Industry Recovery (SIR) funds (\$698,026) have been received. As of September 9, 2021, 81 SIR children have been enrolled. Regarding workforce, three measures have not been met. One of the measures (Dislocated Worker Employed Q2) is not expected to be met by the end of the program year, and TWC is considering a waiver, however a definitive decision has not been made. The second measure (C&T Participants Employed/Enrolled Q2 Post-Exit), the workforce contractor continues to work to contact participants to verify wages, and it is not known if this measure will be met by end of program year. In reference to the third measure (Dislocated Worker Credential Rate), the workforce contractor is working to obtain the credentialing documentation and correct one error that was made by another board area. Meetings were held regarding partnership and grant funding opportunities with Lockheed Martin and Angelina College in training their apprentices. Mr. Durand also mentioned the Firearm Carry Act that went into effect September 1, 2021 in Texas, and its relation to the Workforce Centers. Mr. Durand explained that employees of the Workforce Centers will still be unable to carry on the premises but patrons of the centers can lawfully carry. He stated that while there is no funding in place to hire armed security guards, the Board staff is looking into getting Active Shooter Training for all workforce centers employees.

VII. Committee Reports

A. Business Services Committee Reports

1. Committee Activity

Ms. Tyane Dietz reported that the committee reviewed quarterly performance measures, and that the workforce contractor is surpassing three of the four measures: employer referrals by staff, new employers registered in Work in Texas, job fairs and other recruiting events. She noted they are very close on the fourth measure, and have continued to make improvement with every quarter. Ms. Dietz stated that outreach to high schools needs to be increased, as there has been a reduction in youth in the workforce. She also said that the committee asked the workforce contractor to survey businesses to learn what certifications are needed for employment. Ms. Dietz said that the Texas Association of Workforce Boards has identified a concern that some committee members in Congress may need more education about the Workforce Innovation and Opportunity Act as it moves through the reauthorization process this year. She explained that there seems to be confusion between the House and Senate

regarding workforce funding and that it may be necessary for Board Members to reach out to Congress to emphasize the importance of the funding.

2. Discussion/Possible Action

a. Action Item 21-22 Request to Submit Application for RFA Teacher Externship

Tyane Dietz reported on the success of the Teacher Externship and said the Business Services Committee approved the Board staff's request to respond to the Request for Application for Teacher Externship in 2022, which allows for \$60,000 in funds to place thirty (30) teachers in the workforce industry so that they can obtain knowledge and hands-on experience to take back to their classrooms and share with their students.

Motion: The Business Services Committee recommended approval of the Request to Submit Application for RFA Teacher Externship as presented.

Second: Eddie Hopkins

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

b. Action Item 21-23 Work Experience and Work Activity Policy

Tyane Dietz reported on the updated Work Experience and Work Activity Policy, which included adding Twist and Work in Texas, adopting new language and removing language no longer applicable.

Motion: The Business Services Committee recommended approval of the Work Experience and Work Activity Policy as presented.

Second: Ellen Mills

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

B. Executive/Finance Committee

1. Committee Activity

2. Discussion/Possible Action

a. Action Item 21-24 Selection of Workforce Compliance Monitoring

Mark Durand explained that the Board must have Workforce Compliance Monitoring in place to monitor the two contractors: Goodwill Industries for child care and Dynamic Workforce Solutions for workforce services. Mr. Durand noted that the current contract initiated in 2016 with E Taylor and Associates for monitoring will expire on September 30, 2021, and the contract period cannot exceed five (5) years. The Board received two (2) proposal responses in regards to the Board-issued Request for Qualifications (RFQ) #21-408 soliciting proposals to conduct quality and compliance monitoring of workforce and child care programs; one response from Diaz, Smith and Associates and one response from Booth Management Consulting. The Board contracted with three (3) external reviewers to evaluate the two proposals to ensure open and fair competition. The proposals were evaluated based on Demonstrated Experience, Qualifications, Engagement Planning and Execution, Cost Effectiveness, References and HUB Certification. All three (3) reviewers scored the proposal from Diaz, Smith and Associates the highest with an average score of 92.8.

Motion: The Executive/Finance Committee recommended for approval the Selection of Workforce Compliance Monitoring as presented.

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

b. Action Item 21-25 Approval of FY2022 Budget

Mark Durand and Misty Woodard summarized the breakdown of the FY2022 Annual Budget. The Board is required to prepare and submit an operations budget for the fiscal year period October 1, 2021, through September 30, 2022. The budget presented was prepared in accordance with HB1 requirements and the grant allocated funds from the Texas Workforce Commission (TWC). They discussed the changes in the oversight and management, facility and infrastructure, service delivery and direct client costs for both workforce and child care contractors to meet the needs of the region and effectively serve customers. The Board's revenue increased \$8.8 million due mainly to the increase in child care funding. The Board has been allocated \$6,980,264 for Service Industry Recovery (SIR) to enroll an additional 1,330 children into subsidized child care. The Board also received a \$200,000 grant for the Expansion of IT Apprenticeships. The Board's Workforce Innovation Opportunity Act (WIOA) Adult and Dislocated Worker grants were decreased \$206,328. The direct client services career center decreased \$22,000 or 2% due to reduced grant funding. Based on projected expenditures of FY'21 the budgeted FY'22 direct client cost of \$927,609 is expected to cover training and supportive services for customers.

Motion: The Executive/Finance Committee recommended for approval of the FY2022 Budget as presented.

Second: Ellen Mills

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 for July 2021

1. Statement of Financial Position

2. Budget vs. Actual

3. Grant Report

Misty Woodard provided financial updates for the month of July 2021. She referenced the variance narrative and reviewed the contracts outstanding. On a motion by Joe Clyde Adams, seconded by Eddie Hopkins, the Board accepted the financial reports as presented.

VIII. Adjourn

Robert Fitzpatrick adjourned the meeting at 3:26 p.m.

Duly passed and approved on this 9th day of November 2021


Wayne Haglund, Chair

Attest


Lauren Phipps, Executive Assistant