

**Workforce Solutions - Deep East Texas**  
**415 S. First Street, Suite 110B**  
**Lufkin, TX 75901**  
**Executive/Finance Committee Meeting Minutes**  
**September 14, 2021**

**I. ROBERT FITZPATRICK CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:04 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 COMMITTEE 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: Lisa Balty, Tyane Dietz, Robert Fitzpatrick, James Gentry, Kotosha Jeffery, Gene Lee, Kelli Marshall, Ellen Mills

Members Absent: Wayne Haglund, Garvey Jackson, John Allen Slocomb

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

Visitors: None

**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 send the form to Board Staff.

**WELCOME OF GUESTS:**

None

**II. Public Comments**

None

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

Motion: Lisa Balty made the motion to approve the minutes as presented.

Second: Gene Lee

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

**IV. Information and Briefing Items**

None

**V. Discussion and Possible Action**

**A. Action Item 21-24 Selection of Workforce Compliance Monitoring**

Mark 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: Tyane Dietz made the motion to approve the selection of workforce compliance monitoring as presented.

Second: Gene Lee

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: Kelli Marshall made the motion to approve the FY2022 budget as presented.

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

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

None

**VI. Discussion and Acceptance of Financial Reports**

**A. Financial Reports for July 2021**

- **Statement of Financial Position**
- **Budget vs. Actual**
- **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 James Gentry and seconded by Lisa Balty, the committee accepted the financial reports.

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

Mark Durand shared that the Annual Texas Workforce Conference will be held in Houston on Wednesday, November 17, 2021, through Friday, November 19, 2021, noting that Board Members may attend in-person or virtually.

**VIII. Adjourn**

Robert Fitzpatrick adjourned the Executive/Finance Committee Meeting at 1:51 p.m.

Duly passed and approved on this 9<sup>th</sup> day of November 2021

  
Wayne Haglund, Chair

Attest

  
Lauren Phipps, Executive Assistant