

**Workforce Solutions - Deep East Texas**  
**415 S. First Street, Suite 110B**  
**Lufkin, TX 75901**  
**Business Services Committee Meeting Minutes**  
**February 3, 2022**

**I. CHAIR TYANE DIETZ CALLED THE BUSINESS SERVICES COMMITTEE MEETING TO ORDER AT 3:06 P.M.**

**CHAIR TYANE DIETZ 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. SHE ALSO SAID THE MEETING IS BEING RECORDED AND THE OPEN SESSION PORTION OF THE MEETING IS AVAILABLE TO THE PUBLIC UPON REQUEST. PRESIDING OFFICER, TYANE DIETZ, WAS PHYSICALLY PRESENT.**

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

Members Present: Lisa Balty, TJ Colwell, Tyane Dietz, Wayne Haglund, Staci Hodges, Anita Humphreys, Quincy Martindale

Members Absent: Tim Ditoro, Eddie Hopkins, Laurie King, Rich Scott

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

Visitors: Scott Amey, Jessica Blair, LaTreaser Cartwright, Rhonda Cartwright, Joseph Ceasar, Paul Dunn, Monica Peters-Clark

**CHAIR TYANE DIETZ REMINDED THE COMMITTEE MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.**

Chair Tyane Dietz 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:**

Mark Durand welcomed Mr. Joseph (Joe) Ceasar, Founder and Executive Director of Legacy Institute for Financial Education. Mr. Ceasar has partnered with Workforce Solutions Deep East Texas for the IT Registered Apprenticeship Program.

**II. Public Comments**

None

**III. Discussion/Action: Approval of Minutes – November 8, 2021**

Motion: Staci Hodges made the motion to approve the minutes as presented.

Second: Wayne Haglund

In Favor: All

Oppose: None

Abstain: None  
Motion: Passes

#### **IV. Information and Briefing Items**

##### **A. Teacher Externship**

Mr. Durand provided an update regarding the upcoming 2022 Teacher Externship Program. Mr. Durand noted 12 Independent School Districts across eight (8) counties have nominated 36 teachers to date. Karen Stubblefield mentioned that as the deadline for school districts to nominate teachers approaches, the next step is for applications to be sent out to the teachers. Once teachers have been selected for the program, they will be matched with local Employers. The Externship will be held June 13-17. Ms. Stubblefield noted one difference from the previous year's Teacher Externship is the stipend each teacher will receive upon completion of the program will be broken up into two installments to ensure all steps are accomplished. The first installment of \$500 will be distributed to the teachers once the teachers have completed their obligations at the close of the Externship week, and the second installment of \$200 will be issued to the teachers following the delivery of their lesson plans to their students during the Fall 2022 semester. Ms. TJ Colwell stated Lockheed Martin would like to participate in the program.

##### **B. IT Registered Apprenticeship Grant Update**

Mr. Durand stated Workforce Solutions Deep East Texas has partnered with Joe Ceasar and Legacy Institute for Financial Education (LIFE) regarding the IT Registered Apprenticeship program. LIFE offers the training and training instructors necessary for the program. Mr. Joe Ceasar gave a brief update, stating that ten (10) individuals are currently enrolled in the program, and several individuals are preparing to test for IT certifications. Mr. Ceasar noted the program typically lasts two (2) months, and following successful completion of the program and testing, at least two (2) certifications are obtained. Some programs take longer to complete. Mr. Ceasar also stated the next group of individuals entering the IT Registered Apprenticeship program is under way. LIFE has been and continues to build relationships with employers with IT needs so that following completion of the program and certification, assistance can be provided to the individuals for job placement. Mr. Durand mentioned that all participants in the apprenticeship program must meet Workforce Innovation and Opportunity Act (WIOA) basic eligibility. However, if they meet eligibility requirements to enroll in WIOA, assistance can be provided, if needed, through supportive services funds.

#### **V. Discussion and Possible Action**

##### **A. Action Item 22-01 UI Job Search Requirements**

Ms. Tyane Dietz explained that the state required minimum of weekly job searches performed by Unemployment Insurance (UI) recipients is three (3) searches. With so many employers looking for workers, the Board staff requests approval to increase the number of job searches required by UI claimants from three (3) to five (5) job searches each week. With the increase in job openings, the goal is to encourage UI recipients to look for employment more frequently.

Motion: Wayne Haglund made the motion to raise the work search requirement to 5 job searches per week effective March 1, 2022.

Second: Anita Humphreys

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

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

None

**VI. Reports**

**A. Business Services Initiatives**

Mark Durand reported that three of four Business Services goals defined in the Board's Strategic Plan are being met. The goals being met for Quarter 1 (Q1) are: (1) 3,922 employer referrals by staff, with a goal of 3,500; (2) 166 new employers registered in WorkInTexas.com, with a goal of 94; and (3) 80 job fairs and recruiting events hosted by sub-recipient, with a goal of 22. The percent of employers in the Deep East Texas region utilizing workforce assistance was at 13.14% for Quarter 1, falling short of the quarterly goal of 17%. Two additional goals have been implemented for Program Year 2021-2022: (1) Job Postings Filled Rate (did not meet quarterly goal of 9% for Q1) and (2) Youth Involved in Career Exploration (exceeded quarterly goal of 1,250 for Q1 with 2,236.) Ms. Dietz asked what steps have been implemented to improve the accuracy of the Job Postings Filled rate. Ms. LaTreasor Cartwright stated that staff are reaching out to Employers and customers for updates and status of employment. Ms. Dietz reiterated the importance of hiring rates and job placement data and to continue evaluating methods for better tracking. Ms. Karen Stubblefield briefly reviewed some of the services provided to Employers, such as Interview Rooms, Employer Outreach, Job Fairs, and Qualified Applicant Referrals. Mr. Paul Dunn noted the emphasis being placed on outreaching new employers and increasing the number of reverse job fairs due to the success of the initial past reverse job fair. Mr. Durand reported on the progress being made by the Board's Workforce Career and Education Outreach Specialist, James Parry. Mr. Parry has accomplished 94 presentations across nine (9) Independent School Districts and the Virtual Reality career exploration is under way. Ms. Monica Peters-Clark noted that emphasis is placed on 6<sup>th</sup> and 7<sup>th</sup> grade students for career and education outreach to prepare them for career engagement going into high school. Mr. Durand concluded the Business Services report by stating 22 participants completed training and five (5) participants entered employment with an average starting wage of \$19.30 for Q1.

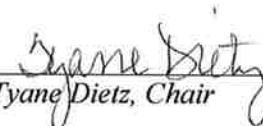
**VII. Take Up Other Action, As Needed**

Ms. Dietz asked if the Board had any updates regarding Lockheed Martin. Mr. Durand stated there have been meetings with Lockheed Martin and Angelina College. Lockheed Martin transferred equipment to Angelina College (AC) for new and current employee training. AC is utilizing some of Lockheed Martin's trainers for existing employees. Lockheed Martin uses temp agencies for hiring purposes. WSDet is looking at ways to partner with these temp agencies to produce more qualified referrals for Lockheed Martin.

**VIII. Adjourn**

Tyane Dietz adjourned the Business Services Committee Meeting at 3:57 p.m.

Duly passed and approved on this 11<sup>th</sup> day of April 2022

  
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Tyane Dietz, Chair

Attest

  
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Lauren Phipps, Planning and Policy Specialist