

Workforce Solutions - Deep East Texas
415 S. First Street, Suite 110B
Lufkin, TX 75901
Executive/Finance Committee Meeting Minutes
February 8, 2022

I. CHAIR WAYNE HAGLUND CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:02 P.M.

MR. HAGLUND 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. 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, WAYNE HAGLUND, WAS PHYSICALLY PRESENT.

AFTER THE ROLL CALL, MR. HAGLUND CONFIRMED THAT A QUORUM WAS PRESENT:

Members Present: Lisa Balty, Tyane Dietz, Robert Fitzpatrick, James, Gentry, Wayne Haglund, Garvey Jackson, Kotosha Jeffery, Gene Lee, Kelli Marshall

Members Absent: Ellen Mills, John Allen Slocomb

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

Visitors: None

WAYNE HAGLUND REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

Wayne Haglund 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 – November 9, 2021

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

Second: James Gentry

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

IV. Information and Briefing Items

A. Deep East Texas Score Card BCY 2021

Mark Durand reviewed the Texas Workforce Commission's (TWC) annual evaluation of the Workforce Solutions Deep East Texas (WSDet) Board's oversight capacity. The WSDet Board received a rating of Meets Standards in all categories of the evaluation for Board Calendar Year 2021. Mr. Durand also noted the WSDet Board's Community Impact Statement was approved by TWC.

B. Texas Workforce Commission Approval of WSDet Budget for FY'2022

Mark Durand summarized the letter from TWC approving the Board's budget for the fiscal year beginning October 1, 2021 through September 30, 2022.

V. Discussion and Possible Action

A. Action Item 22-06 Fraud Policy and Procedures

Mr. Durand stated the Board's Planning and Policy Specialist and Equal Opportunity Officer, Lauren Phipps, has been reviewing the Board's policies and procedures and updating them, as necessary, based on current regulations and TWC guidance. Lauren Phipps summarized the revisions and updates made to the Board's Fraud Policy, including updating the URL links to the Child Care Fact-Finder's Desk Aid and to the Incident Report Form RID-32. The mailing address and email address to submit the Incident Report Form was also updated. Language was added in section IV. *Determination Letter* regarding the requirement that the Board close all cases in PIRTS once a Determination Letter has been issued. Mark Durand mentioned that PIRTS is a system the Board is required to utilize per TWC to track and record customer case information. Lauren Phipps also noted the *References* section was updated to include WD Letter 21-16, Change 3, and the removal of WD Letter 05-04, Change 1 due to its rescission.

Motion: Tyane Dietz made the motion to accept the Fraud Policy as presented.

Second: Kelli Marshall

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

B. Action Item 22-07 Closed Session – Deliberation Regarding Executive Director

Employment and Evaluation Concerning Action Item 22-07. Gov't Code Section 551.074

Chair Wayne Haglund announced the Executive Director Evaluation was not complete, therefore Action Item 22-07 would go before the Committee at the following Executive/Finance Committee meeting. No action or discussion taken.

C. Open Session Action, if any, as a result of Closed Session Deliberation Regarding Executive Director Employment, Evaluation and Salary Concerning Action Item 22-07. Gov't Code §551.074

None

VI. Discussion and Acceptance of Financial Reports

A. Financial Reports for October, November and December 2021

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

Misty Woodard provided financial updates for the months of October, November and December 2021. Ms. Woodard referenced the variance narrative and reviewed the contracts outstanding. Mr. Haglund inquired as to how many facilities were included in the workforce rent for October and November in the amount of \$74,000. Ms. Woodard answered that the amount included rent for all the Deep East Texas workforce centers. Ms. Woodard noted that the Board is in the process of procuring the purchase of a new server due to ongoing issues with the Board's current server and to expect the purchase to be included in the financial reports in the near future. Motion by Gene Lee and seconded by Robert Fitzpatrick, the committee accepted the financial reports.

VII. Discussion of issues to be brought before the Committee
None

VIII. Adjourn

Wayne Haglund adjourned the Executive/Finance Committee Meeting at 1:35 p.m.

Duly passed and approved on this 2nd day of MARCH 2022


Wayne Haglund, Chair

Attest


Lauren Phipps, Planning and Policy Specialist