

**Workforce Solutions Deep East Texas
Board Meeting Minutes
415 S. First Street, Suite 110B
Lufkin, TX 75901
April 12, 2022**

I. CHAIR KELLI MARSHALL CALLED THE BOARD MEETING TO ORDER AT 2:41 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 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. 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, Lisa Balty, Tyane Dietz, Robert Fitzpatrick, James Gentry, Wayne Haglund, Ethan Herr, Staci Hodges, Eddie Hopkins, Anita Humphreys, Kotosha Jeffery, Gene Lee, Kelli Marshall, Quincy Martindale, Ellen Mills, Randall Roberts, Jessica Rogers, Rich Scott, John White

Members Absent: Rebekah Burkhalter, TJ Colwell, Tim Ditoro, Phyllis Grandgeorge, Malcolm Ifoezeh, Garvey Jackson, Laurie King, Matthew Lowery, Marisa Phillips, John Allen Slocomb

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

Visitors: Jessica Blair, Kevin Bradford, LaTreaser Cartwright, Rhonda Cartwright, Paul Dunn, Michelle Kennedy, Monica Peters-Clark, Shakia Roberts, Arree Currie-Towery

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

Kelli Marshall 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 – March 8, 2022

Motion: Ellen Mills made the motion to approve the minutes as presented.

Second: Wayne Haglund

In Favor: All

Oppose: None

Abstain: None
Motion: Passes

IV. Information Items

A. 2022 Committees List

The 2022 Committees List was provided, reflecting a current list of members for each committee, and Ms. Kelli Marshall as Chair, Ms. Ellen Mills as Vice-Chair, and Ms. Kotosha Jeffery as Secretary.

V. Board Members Comments on Activity in their Respective Areas

Ms. Kelli Marshall reported on job growth in Newton County, and the many opportunities that will come with the biofuel plants that will open in the coming years.

VI. Executive Director's Report

A. Contracts/Agreements

No new agreements this month.

B. Performance

Child Care:

Mr. Mark Durand reported on Child Care performance. As of February 2022, year-to-date (YTD) child care enrollment was at 96.17% (1884 children enrolled with target number of 1960), however, as of this week, that number has increased to 1942 children enrolled. Texas Workforce Commission (TWC) approved an increase in child care funding for the 28 boards in the amount of \$46,250,000. Workforce Solutions Deep East Texas (WSDet) will be allocated an additional \$816,601 for Child Care Formula (low income) enrollments. This supplemental funding will increase target goal of children served by 331, therefore the target goal will be 2291 for May – September 2022. Service Industry Recovery (SIR) enrollment ended March 31, 2022. A total of 463 children were enrolled through SIR funding. Board and Child Care contractor conducted nine (9) attendance meetings with child care providers to reiterate the importance of tracking and reporting attendance correctly.

Workforce:

The Monthly Performance Report (MPR) for February 2022 reflected four (4) missed performance measures; an improvement from the six (6) missed measures reflected on the January MPR. All four (4) of the missed measures from the February MPR reflected improvement from the January MPR. Contractor staff predict to meet the Measurable Skills Gains regarding Dislocated Workers this month. Contractor staff are focusing efforts to place youth participants in higher paying work experience positions, which would result in an increase in Median Earnings performance.

C. Contacts and Coordination Efforts

Mr. Robert Fitzpatrick invited Board staff to the San Augustine Rotary Club to give a presentation on the virtual reality headsets. Workforce updates have been provided via podcast with Lufkin/Angelina County Chamber of Commerce. Coordination efforts have been made with Lufkin Economic Development Corporation (EDC) and Crockett EDC to provide information to potential new employers. Ms. Karen Stubblefield attended the Nursing Apprenticeships Stakeholder Workshop at the Texas Workforce Commission. The Board office will host the Texas Forest Country Partnership Board Meeting. Mr. Durand attended the Nacogdoches County Chamber of Commerce Lone Star Legislative Summit.

D. Rules and Legislation Update

Mr. Durand reported the White House released their annual Fiscal Year 2023 budget proposal, which includes an increase of more than \$2.25 billion (12% increase) in workforce development funding. Mr. Durand is hopeful for an increase in WIOA funding to help with training. The Trade Adjustment Assistance (TAA) program funding is proposed to decrease by \$46 million (or 9%).

E. Funding

The Board did not receive additional funding during this reporting period.

F. Other Activity and Administrative Matters not requiring action by the Board

Mr. Durand reported the unemployment rate for February 2022 was 6.2%, a slight decline from the 6.3% unemployment rate in January 2022 and a more noticeable difference from the February 2021 unemployment rate of 8.2%. The annual unemployment rate for 2021 was 7.8%.

VII. Committee Reports

A. Operations Committee

1. Committee Activity

2. Discussion/Possible Action

a. Action Item 22-10 Removal of SIR from Child Care Policy

Service Industry Recovery (SIR) Child Care was temporarily implemented into the Child Care Policy. Child Care Coordinator, Ms. Debb Homman, stated the deadline for child care enrollment utilizing SIR funding was March 31, 2022 pursuant to the SIR grant period and guidance from TWC. Therefore, information regarding SIR has been removed from the Child Care Policy effective March 31, 2022 and upon Board approval.

Motion: The Operations Committee recommended for approval of the Child Care Policy as presented.

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

b. Action Item 22-11 Supportive Services Policy Revisions

Mr. Mark Durand mentioned the Supportive Services Policy did not provide for costs of training-related applications, tests, and certifications for classroom related assistance. Board staff reviewed this policy for technical changes and clarifications, and updated the policy to include classroom-related assistance, and incorporating the cost of training-related applications, tests, and certifications, available to Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth participants.

Motion: The Operations Committee recommended for approval of the Supportive Services Policy as presented.

Second: Staci Hodges

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

B. Business Services Committee

1. Committee Activity

2. Discussion/Possible Action

a. Action Item 22-09 RFA 32022-00043 Carpentry Apprenticeship Texas Grant

Ms. Tyane Dietz stated the Workforce Solutions Deep East Texas (WSDTE) Board staff plans to partner with Legacy Institute for Financial Education (LIFE), which has developed a Department of Labor recognized Carpentry Registered Apprenticeship Program. This program will teach individuals carpentry skills and upon completion of training, the individuals will receive certification. Ms. Dietz emphasized the need for certified carpentry workers. This program will not only assist individuals with training, but will also assist employers throughout the region in filling carpentry positions within their businesses.

Motion: The Business Services Committee recommended for approval of the request to submit an application for the Apprenticeship Texas Grant for expansion of the Carpentry skills trade.

Second: Robert Fitzpatrick

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

C. Executive/Finance Committee

1. Committee Activity

2. Discussion/Possible Action

a. Action Item 22-12 Public Outreach Policy

Chair Kelli Marshall made the motion to table the Public Outreach Policy as presented and review at a future meeting due to Committee Members' questions and concerns surrounding some of the language within the policy.

b. Action Item 22-07 Closed Session – Deliberation Regarding Executive Director Employment and Evaluation Concerning Action Item 22-07. Gov't Code §551.074

Session Closed at 3:00 p.m.

Chair Kelli Marshall declared the committee moved into closed session at 3:00 p.m.

Ms. Marshall reconvened Open Session at 3:11 p.m.

3. 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

Motion: The Executive/Finance Committee made the motion to incorporate one modification to the Executive Director Evaluation, and with that modification, the Evaluation is adopted and approved as otherwise presented. As part of the motion, any action regarding salary is deferred until next meeting and the Committee will revisit evaluation in three (3) months.

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

4. Discussion and Acceptance of Financial Reports

a. Financial Reports for February 2022

1. Statement of Financial Position

2. Budget vs. Actual

3. Grant Report

Misty Woodard provided financial updates for the month of February 2022. Ms. Woodard referenced the variance narrative and reviewed the contracts outstanding. On a motion by Ellen Mills and seconded by Tyane Dietz, the Board accepted the financial reports.

VIII. Adjourn

Kelli Marshall adjourned the meeting at 3:22 p.m.

Duly passed and approved on this 10th day of may 2022

Kelli Marshall

Kelli Marshall, Chair

Attest



Lauren Phipps, Planning and Policy Specialist