

Workforce Solutions - Deep East Texas
415 S. First Street, Suite 110B
Lufkin, TX 75901
Executive/Finance Committee Meeting Minutes
April 12, 2022

I. CHAIR KELLI MARSHALL CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:04 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 THE OPEN PORTIONS OF 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. 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: Lisa Balty, Tyane Dietz, Robert Fitzpatrick, James Gentry, Wayne Haglund, Kotosha Jeffery, Gene Lee, Kelli Marshall, Ellen Mills, John Allen Slocomb

Members Absent: Garvey Jackson

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

Visitors: LaTreaser Cartwright, Heidi Geyer, Michelle Kennedy

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 send the form to Board Staff.

WELCOME OF GUESTS:

None

II. Public Comments

None

III. Discussion/Action: Approval of Minutes – March 2, 2022

Motion: Wayne Haglund made the motion to approve the minutes as presented.

Second: Ellen Mills

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

IV. Information and Briefing Items

A. CHOICES Technical Assistance Plan

Mr. Mark Durand informed the Committee of the CHOICES Technical Assistance Plan (TAP) placed on the Board by the Texas Workforce Commission (TWC) due to Workforce Solutions Deep East Texas not meeting the CHOICES performance standards for the period of October 2021 through January 2022. The Board staff has worked closely with the workforce contractor to develop a plan to reach the 50% goal set by TWC. Performance has increased each month from October (20.69%) through February (35.52%), indicating progress is being made. Mr. Gene Lee inquired about the lower percentages in previous months. Mr. Durand stated prior to the time period in question, CHOICES participants were receiving the benefits without requirements on their behalf due to a waiver that was implemented through TWC. That waiver is no longer available and, as a result, CHOICES participants must now meet requirements to receive benefits. Mr. Durand noted many of the participants face barriers, therefore incentives were implemented for participants that get a job, complete training, etc. Mr. Wayne Haglund asked how workforce contractor staff conduct meetings with these participants, and Mr. Durand responded that staff meet face-to-face with participants. Temporary Assistance for Needy Families (TANF) funding was utilized to hire a Job Developer to work closely with these participants to determine each individual's skill sets and match them to a job accordingly. Ms. Kelli Marshall inquired about the lack of public transportation in the Deep East Texas region and what, if any, alternatives are available to individuals that lack transportation. Mr. Durand explained the rural services that are available to these individuals, and staff will travel to these rural locations to assist individuals. Ms. Tyane Dietz asked if staff are able to identify participants that receive services but do not follow up to complete their required obligations. Mr. Durand responded that workforce staff are able to track these individuals and will send sanctions to HHSC if these individuals do not meet their mandatory participation. Mr. Haglund suggested developing a map of individuals that are not following up with workforce staff and provide transportation to these individuals. Ms. Dietz agreed and stated if an individual is unable to travel to obtain services, then services should be brought to the individual.

V. Discussion and 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 Section 551.074

Session Closed at 1:51 p.m.

Chair Kelli Marshall declared the committee move into closed session at 1:51 p.m.

Ms. Marshall reconvened Open Session at 2:27 p.m.

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

Motion: Wayne Haglund 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

VI. Discussion and Acceptance of Financial Reports

A. Financial Reports for February 2022

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

Chair Kelli Marshall deferred the Financial Reports to the Board Meeting due to likelihood of causing a delay in commencement of Board Meeting.

VII. Discussion of issues to be brought before the Committee

None

VIII. Adjourn

Kelli Marshall adjourned the Executive/Finance Committee Meeting at 2:29 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