

Workforce Solutions - Deep East Texas
415 S. First Street, Suite 110B
Lufkin, TX 75901
Executive/Finance Committee Meeting Minutes
May 10, 2022

I. TYANE DIETZ CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:34 P.M.

MS. 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 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, TYANE DIETZ, WAS PHYSICALLY PRESENT.

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

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

Members Absent: Wayne Haglund, Ellen Mills

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

Visitors: None

CHAIR 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 – April 12, 2022

Motion: Robert Fitzpatrick made the motion to approve the minutes as presented.

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

IV. Discussion and Possible Action

A. Action Item 22-12 Public Outreach Policy

Karen Stubblefield reviewed changes made to the Public Outreach Policy pursuant to Committee Members' questions and concerns surrounding some of the language within the policy during the previous Executive/Finance Committee meeting.

Motion: Tyane Dietz made the motion to approve the Public Outreach Policy as presented.
Second: Gene Lee
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

B. Action Item 22-14 Closed Session – Deliberation Regarding Executive Director Salary and Compensation. Gov't Code Section 551.074

Session Closed at 1:41 p.m.

Chair Kelli Marshall declared the committee move into closed session at 1:41 p.m.

Ms. Marshall reconvened Open Session at 2:15 p.m.

C. Open Session Action, if any, as a result of Closed Session - Deliberation Regarding Executive Director Salary and Compensation Concerning Action Item 22-14. Gov't Code Section 551.074

Motion: Kelli Marshall made the motion to defer discussion regarding Executive Director salary and compensation until the end of the original 90-day period.
Second: Tyane Dietz
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

V. Discussion and Acceptance of Financial Reports

A. Financial Reports for March 2022

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

Misty Woodard provided financial updates for the month of March 2022. Ms. Woodard referenced the variance narrative and reviewed the contracts outstanding. Lisa Balty requested insight regarding being under budget for employee salary and wages. Ms. Woodard explained the Board staff budgeted for 16 employees, and currently only have 15 staff members employed. The position for an additional Career and Education Outreach Specialist has not yet been filled. Ms. Balty also inquired about the \$68,000 spent on gift cards for provider staff retention. Ms. Woodard and Mr. Durand explained this money came from Child Care Quality Improvement funding, and was utilized by giving a \$300 gift card to CCS provider staff that were employed during onset of the COVID-19 pandemic in March 2020 and are still employed with that childcare provider. The gift cards were a way of recognizing the provider staff members who maintained employment throughout the uncertainty of the pandemic. Ms. Dietz requested that utilization of large amounts of funding, like this incentive initiative, come before the Board for approval. Motion made by Kelli Marshall and seconded by Lisa Balty, the committee accepted the financial reports.

VI. Discussion of issues to be brought before the Committee

None

VII. Adjourn

Kelli Marshall adjourned the Executive/Finance Committee Meeting at 2:30 p.m.

Duly passed and approved on this 28 day of June 2022


Kelli Marshall, Chair

Attest


Lauren Phipps, Planning and Policy Specialist