

Workforce Solutions - Deep East Texas
415 S. First Street, Suite 110B
Lufkin, TX 75901
Executive/Finance Committee Meeting Minutes
June 28, 2022

I. CHAIR KELLI MARSHALL CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:02 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, Garvey Jackson, Kotosha Jeffery, Kelli Marshall, Ellen Mills, John Allen Slocomb

Members Absent: Wayne Haglund, Gene Lee

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

Visitors: Richard Rudel

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 – May 10, 2022

Motion: Ellen Mills 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 22-16 Annual Audit

The Board is required to have an annual independent audit performed pursuant to Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); and the State of Texas Single Audit Circular. The Board procured Alexander, Lankford and Hiers, Inc. to conduct an independent audit of the Board's financial position as of September 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. Richard Rudel, C.P.A. with Alexander, Lankford & Hiers, summarized the audit report for the Board. Mr. Rudel began by reviewing the Audit Communication Letter issued by Alexander, Lankford & Hiers on June 22, 2022, which states that the financial statement disclosures were neutral, consistent, and clear; no significant difficulties were encountered in dealing with management in performing and completing the audit; all misstatements were corrected by management, and none of the misstatements detected and corrected by management were material to the financial statements as a whole; and no disagreements with management arose during the course of the audit. Mr. Rudel continued by briefly summarizing the audit report, and declared no audit findings for the previous fiscal year.

Motion: Ellen Mills made the motion to accept the Annual Audit as presented.

Second: Kelli Marshall

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

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

None

V. Discussion and Acceptance of Financial Reports

A. Financial Reports for April 2022

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

Misty Woodard provided financial updates for the month of April 2022. Ms. Woodard referenced the variance narrative and reviewed the contracts outstanding. The Board is under budget for salaries and wages. Ms. Woodard noted most of the general office expenses were incurred regarding a child care provider appeal case. Mr. Durand further explained that a child care provider appealed the termination of their contract with Child Care Services (CCS). The Board procured a hearing officer to conduct an independent investigation and appeal hearing with the provider, the Board and child care contractor, in which the hearing officer upheld the Board's decision to terminate the provider's CCS contract for two (2) years. Ms. Woodard mentioned the \$3,000 cost for 50 Adobe Pro licenses and the benefits of utilizing Adobe Pro to obtain electronic signatures from customers quickly, efficiently and securely. Mr. Durand reviewed the additional funding received to increase child care enrollments. As of the date of this meeting, enrollments were at 2,142 with 85 applications being processed. Debb Homman mentioned the various ways child care funding is being utilized, including a Professional Development Day training for child care providers and their staff, as well as assistance for provider staff in obtaining Child Development Associate (CDA) certifications. Motion made by Ellen Mills and seconded by John Allen Slocomb, the committee accepted the financial reports.

VI. Discussion of issues to be brought before the Committee

Chair, Kelli Marshall, spent several hours at the Board office to learn more about the programs being offered and to get to know the Board staff better. Ms. Marshall encouraged the Committee Members to dedicate a few hours, when possible, to visit the Board office and learn more about all the programs and services being offered. Mr. Durand thanked Tyane Dietz for her time leading the Skills Development initiative to assist in training manufacturers' employees. A survey has been circulating for employers to indicate their needs. Ms.

Dietz recommended the survey be forwarded to the Board Members so the Board Members can distribute the survey to other employers in their respective areas to determine which employers are interested in skills training. Mr. Durand briefly discussed the Texas Industry Partnership (TIP) Grant. Mr. Durand and other Board staff met with Texas Workforce Commission (TWC) staff in Nacogdoches to conduct an informational meeting regarding the TIP Grant with several leaders of the Nacogdoches Community, including Nacogdoches Mayor Jimmy Mize, Nacogdoches County Judge Greg Sowell, and Nacogdoches Superintendent Dr. Trujillo. The Board is hopeful in bringing technical training programs to Nacogdoches through partnerships between the school districts, community colleges and state colleges. Karen Stubblefield provided an update on the 2022 Teacher Externship that took place the week of June 13 – June 17, 2022. Ms. Stubblefield stated 27 teachers and 25 businesses participated in the externship, resulting in many connections being made between the businesses and school districts. The participants provided very positive feedback. Ms. Marshall pointed out the employers' need for employees with soft skills training.

VII. Adjourn

Kelli Marshall adjourned the Executive/Finance Committee Meeting at 1:39 p.m.

Duly passed and approved on this 19th day of July 2022


Kelli Marshall, Chair

Attest


Lauren Phipps, Planning and Policy Specialist