

**Workforce Solutions Deep East Texas  
415 S. First Street, Suite 110B  
Lufkin, TX 75901  
Operations Committee Minutes  
July 12, 2022**

**I. CHAIR ROBERT FITZPATRICK CALLED THE OPERATIONS COMMITTEE MEETING TO ORDER AT 11:05 A.M.**

**MR. FITZPATRICK 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. 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. PRESIDING OFFICER, ROBERT FITZPATRICK, WAS PHYSICALLY PRESENT.**

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

**Members Present:** Joe Clyde Adams, Robert Fitzpatrick, Ethan Herr, Marisa Phillips, Randall Roberts, Jessica Rogers, John White

**Members Absent:** Rebekah Burkhalter, Phyllis Grandgeorge, Malcolm Ifoezeh

**Board Staff Present:** Mark Durand, Debb Homman, Aubrey Jones, Sarah Milligan, James Parry, Lauren Phipps, Clo Prejean, Karen Stubblefield, Misty Woodard

**Visitors:** Rhonda Cartwright, Michelle Kennedy

**CHAIR ROBERT FITZPATRICK REMINDED THE COMMITTEE MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.**

Chair Robert Fitzpatrick asked that all members sign a conflict of interest declaration regardless of whether they have a conflict and send it to the Board staff for recordkeeping.

**WELCOME OF GUESTS:**

None

**II. Public Comments**

None

**III. Discussion/Action: Approval of Minutes – April 7, 2022**

**Motion:** Ethan Herr made the motion to approve the minutes as presented.

**Second:** Joe Clyde Adams

**In Favor:** All

**Oppose:** None

Abstain: None  
Motion: Passes

#### IV. Information and Briefing Items

##### A. Workforce Career & Education Outreach Specialist Program

Workforce Career and Education Outreach Specialist, James Parry, provided updates regarding the Workforce Career and Education Outreach Specialist Program (WCEOSP). Beginning in October 2021, WCEOSP implemented workshops and events within independent school districts (ISDs), juvenile probation offices, employers, post-secondary education institutions and community partners in all 12 counties in the Deep East Texas region. Through WCEOSP, Workforce Solutions Deep East Texas (WSDET) partnered with 12 ISDs: Apple Springs, Central, Coldspring-Oakhurst, Corrigan-Camden, Hudson, Jasper, Livingston, Nacogdoches, Spurger, Tenaha, West Sabine, and Zavalla. WCEOSP has also held events with Huntington ISD, Burkeville ISD, San Augustine Rotary Club, Angelina College, Stephen F. Austin State University, Nacogdoches County Chamber of Commerce Education Committee, Axley & Rode, Lockheed Martin, McWilliams & Son, and the Juvenile Probation Offices of Angelina, Houston, Jasper, Nacogdoches, Tyler, and Shelby Counties. Through these partnerships and efforts, WCEOSP reached 1,917 distinct students and conducted 281 workshops and events featuring careers, opportunities and relevant tools. Mr. Parry also reported there have been 11 Virtual Reality (VR) career exploration events. Two (2) more VR events are scheduled for this summer. 200 unique users participated in 250 VR simulations with industries such as hospitality, automotive, manufacturing, and construction. Mr. Parry provided the WCEOSP Summer Schedule, which consists of meetings with community partners, employers, and post-secondary schools, outreach to ISDs, and presentations to at-risk youth within the juvenile probation system.

#### V. Discussion/Possible Action

##### A. Action Item 22-22 CCQ Revised Plan

Debb Homman, Child Care Coordinator, reviewed the Child Care Quality (CCQ) Plan and the Texas Rising Star (TRS) Support Funds Revised Plan. States are required to annually prepare and submit a quality progress and expenditure report. The purpose of this report is to show the state's progress on improving the quality of child care programs and services. This report must be submitted to the Texas Workforce Commission (TWC) annually no later than November 1<sup>st</sup>. TWC approved the Board's CCQ Plan of \$577,014 on November 16, 2021. These funds must be expended no later than October 31, 2022. Boards received funding for the TRS Support Funds and were required to develop a plan for use of additional Board Contract Year 2022 Child Care and Development Block Grant (CCDBG) federal funds to promote increased and ongoing participation of child care centers in the TRS program. Submission of this plan to TWC was due no later than October 31, 2021. The Board's TRS Support Funds Plan for \$418,816 was approved on January 4, 2022. Due to several cost categories expenses below the initial projected cost a revised plan was submitted to TWC on June 16, 2022, and approved on June 24, 2022. This revised plan includes updated planned expenditures for a Professional Development Day for TRS providers. Previously, the TRS Plan allocated \$50,000 for the Professional Development Day, but the actual cost was slightly under \$29,000. The excess \$21,000 was reallocated to support child care staff in obtaining their Child Development Associate (CDA) by purchasing CDA books and paying the testing fee for CDA candidates.

Motion: Joe Clyde Adams made the motion to accept the CCQ Plan and TRS Support Funds Revised Plan as presented.

Second: Ethan Herr

In Favor: All

Oppose: None

Abstain: Marisa Phillips

Motion: Passes

*Marisa Phillips declared a conflict of interest.*

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

None

**VI. Board Reports**

**A. Workforce Center Report**

Sarah Milligan, Workforce Services Coordinator, reported on the Vocational Rehabilitation (VR) Summer Earn and Learn (SEAL) Program, noting out of the 100 student applicants, there are 48 students currently participating in the program. Rhonda Cartwright, Deputy Director of Job Seeker Engagement, began the Workforce Center Report for Quarter 3 of Program Year 2022 (Q3-2022) with a customer success story from May 2022. This customer was a dislocated worker who was unable to find employment in her field. She was enrolled into WIOA as a Dislocated Worker with a dream of becoming a paramedic. The customer recently reported she completed Angelina College's Emergency Medical Services Associate's Degree program and began employment with Allegiance Mobile as an EMT. Ms. Cartwright summarized the outreach efforts for April, May and June 2022. Job seekers have the opportunity to complete a variety of 30-minute webinars including Financial Literacy: Understanding Your Money, Time Management, Top 10 Tips for Phone and Virtual Interviewing, and many more. At the time of this report, 131 job seekers have been registered for the webinars for this quarter, with 74 job seekers completing the webinars. Ms. Cartwright reviewed performance, noting two (2) measures were not met for Q3-2022. For the first measure not being met, Employed Quarter 4 Post Exit-Dislocated Worker, workforce staff are awaiting a Data Integrity Request from TWC, and if approved, this measure will meet performance. The second measure not met was CHOICES; however, CHOICES is currently under a Technical Assistance Plan (TAP), and workforce staff must meet with TWC Technical Assistance (TA) and Board staff monthly until measure is met. Ms. Cartwright reviewed the Greeter Report for Foot Traffic, which accounts for each visit made by individuals to a workforce center, including multiple visits by one individual. For Quarter 3, the total Foot Traffic number for all workforce centers in the Deep East Texas region was 3,414, not including Foot Traffic numbers for June 2022 as WorkInTexas.com was down statewide. Ms. Cartwright reviewed the WIOA program enrollments for Quarter 3, with 10 enrollments for Adult, 1 enrollment for Dislocated Worker, and 10 enrollments for Youth.

**B. Child Care Services Report**

Michelle Kennedy reported on the Child Care Services Performance Data. Ms. Kennedy reported that Child Care Services (CCS) had 1966 children enrolled for April 2022, 2099 children enrolled for May 2022, and 2199 children enrolled for June 2022. The target number of children to be served was 1960 for April, and is 2291 for May – September. CCS was at 95.7% of target number as of May's Measurable Performance Report (MPR). Ms. Kennedy provided an update on the Service Industry Recovery (SIR) headcount of 463 for March 2022, with a target headcount of 867. The total enrolled number for March 2022 is 431. This number does not match the headcount number for a variety of reasons including children transferring from SIR enrollment to low-income enrollment. Ms. Kennedy reported a total of 91 Provider Agreements with 79 agreements in the DET region and 12 agreements outside of the workforce delivery area. Agreements outside of the DET region typically occur due to parents living in DET region but may work in another region. Debb Homman announced two newly contracted providers, one in Shelby County and one in Sabine County. Ms. Homman reported that all CCS contracted providers must become TRS beginning October 1, 2022. Ms. Homman will be visiting contracted providers who have not applied for TRS to go over the new guidelines. There are currently 41 TRS providers. In addition, two (2) new centers have upcoming assessments, and 13 new centers have applied to become TRS providers. Of the 41 current TRS providers, 31 assessments have been completed with 10 assessments remaining. Due to the size and number of classrooms of some centers, TWC has granted an extension to complete the remaining assessments.

**C. Student HireAbility Report**

Aubrey Jones, Student HireAbility Navigator, reported on a recent meeting with the Texas Department of Family and Protective Services (DFPS) and discussions of how to partner with DFPS to serve those

youth. Mr. Fitzpatrick commented on the extensive information he has gained from Ms. Jones in previous meetings.

**VII. Adjourn**

Chair Robert Fitzpatrick adjourned the Operations Committee Meeting at 11:54 a.m.

Duly passed and approved on this 6<sup>th</sup> day of October 2022

  
Robert Fitzpatrick, Chair

Attest

  
Lauren Phipps, Planning and Policy Specialist