

**Workforce Solutions Deep East Texas
415 S. First Street, Suite 110B, Lufkin, TX 75901
Executive/Finance Committee Meeting Minutes
December 13, 2022**

I. CHAIR KELLI MARSHALL CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:08 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, Garvey Jackson, Gene Lee, Kelli Marshall, John Allen Slocomb

Members Absent: James Gentry, Wayne Haglund, Kotosha Jeffery, Ellen Mills

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

Visitors: LaTreaser Cartwright, Rhonda Cartwright, Mike Dobert

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

Ms. 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 – October 18, 2022

Motion: Gene Lee made the motion to approve the minutes as presented.

Second: Robert Fitzpatrick

In Favor: All

Oppose: None

Abstain: None
Motion: Passes

IV. Information and Briefing Items

A. Selection of Human Resources Vendor

Mark Durand explained the growth in Board staff has resulted in a growing need for Human Resource (HR) expertise and services. Through the small procurement method, the Board selected HR in Alignment to fulfill its HR needs. HR in Alignment will provide daily consulting, as needed, perform ongoing internal HR audits/assessments, coordinate with the Board to develop and maintain its Employee Handbook, HR policies and procedures, and HR forms, provide support in developing job descriptions, provide onsite training, and various other HR-related tasks, as needed. Services are at-will and all-inclusive for a flat monthly rate of \$650.00. This agreement will commence effective January 1, 2023. The owner and principal of HR in Alignment, Michael Dobert, attended the Executive/Finance Committee meeting virtually. Mr. Durand introduced Mr. Dobert. Mr. Dobert briefly explained his professional background and how his expertise will benefit the Board. He has spent 19 years in corporate and his own business has been established for almost 13 years. His extensive knowledge and experience will benefit the Board's HR needs.

V. Discussion and Possible Action

A. Action Item 22-32 Draft Modification of Strategic Plan

The Texas Workforce Commission (TWC) requires the Board to submit modifications of the Board's Strategic Plan for Program Years 2021 – 2024 at the end of the first two years of the four-year plan. The Board must review the plan and develop and submit modifications to reflect changes in labor market and economic conditions, target occupations and in-demand industries, and the financing available to support WIOA Title I and partner-provided services, strategies to meet local performance goals, and demonstrate alignment with the Texas Workforce System Strategic Plan Fiscal Years 2016–2023, as developed by the Texas Workforce Investment Council (TWIC). Mr. Durand summarized the modifications, which include (but not limited to) the following changes: the Board's goals were updated to reflect actual numbers for 2021 and 2022; the addition of the Workforce Career and Education Outreach program (WCEOS) and Child Care Business Specialist strategies and goals; Metrix Learning added; labor market data updated to reflect more current/accurate data; COVID-19 updates and its effects on the economy; updated Demand Industries/Occupations and Target Occupations lists; addition of new Child Care Business Specialist positions and their roles to benefit the workforce; removal of Career in Texas Industries Events section; addition of the Entrepreneurial Skills Training section; removal of outdated language; added new performance measures; among several other changes to demonstrate better alignment with the Board's current position and future plans and goals. Board Member, Tyane Dietz, asked why the Board specifically mentions Metrix Learning and, by only mentioning this particular vendor, does that prevent the Board from utilizing similar vendors. Mr. Durand responded that by referencing Metrix Learning, the Board is not locked into only using Metrix Learning. This specific vendor was implemented into the modified plan because TWC sponsors it and emphasizes outreach on utilizing Metrix Learning. Mr. Durand stated any mention of Metrix Learning can be removed from the plan. Ms. Dietz responded that as long as the Board can utilize similar vendors, the references to Metrix Learning is acceptable. The most substantive changes to the plan include updates to the Target and Demand lists. Mr. Durand reviewed a list of occupations that were either removed or added to the lists and the reasons for these changes. Mr. Durand noted that this is only the draft of the modified Strategic Plan, and following Board approval, the modified plan must be released for public comment for 30 days. The final modified plan, including any public comments received, will be brought back to the Board for final review and approval at the Board's February 2023 meeting.

Motion: Gene Lee made the motion to approve the Modified Strategic Plan Draft as presented.

Second: Robert Fitzpatrick
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

B. Action Item 22-33 Choices/SNAP E&T ITA Policy

As mandated by TWC, the Board is required to issue policies regarding all programs administered by the Board. The Board policy is developed by staff in compliance with these statutes. Choices/TANF and SNAP E&T eligible participants interested in training will be enrolled in a high-growth, high-demand occupation. They will choose a training program that is listed on the statewide Eligible Training Provider List (ETPL). Individual Training Accounts (ITAs) will be utilized to fund the training. Training will be funded through the appropriate eligible grant Choices/TANF or SNAP E&T funds. The use of an ITA is not contingent upon co-enrollment or WIOA-funding for such training programs. The Board's policy was updated to reflect this guidance.

Motion: Tyane Dietz made the motion to approve the Choices/SNAP E&T ITA Policy as presented.

Second: Kelli Marshall
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

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

None

VI. Discussion and Acceptance of Financial Reports

A. Financial Reports for September and October 2022

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

Misty Woodard provided financial updates for the months of September and October 2022. Ms. Woodard referenced the variance narrative for each month. The Board is under budget for personnel salaries/wages due to the Board currently having 16 Full Time Employees (FTE) but budgeted for 19 FTEs. The accountant position and the second Child Care Business Specialist positions have not been filled yet, and the Texas Rising Star Mentor position has been filled but the employee will not start working until January 2023. Ms. Woodard noted the \$411 expense for bond increase coverage due to the bond increasing from a one million dollar to a two million dollar bond. Ms. Woodard reviewed the Contracts Outstanding report, stating the SNAP E&T/ABAWD 1722 grant and the Non-Custodial Parent (NCP) 1722 grant were both closed at the end of November. Mr. Durand mentioned continuing efforts are being made to utilize funding for the IT Apprenticeship grant, and the Board is requesting TWC to extend the apprenticeship by six (6) months with no additional grant funds, pursuant to guidance from TWC. On a motion made by Gene Lee, and seconded by Kelli Marshall, the Committee accepted the September and October financial reports.

VII. Discussion of issues to be brought before the Committee

Mr. Durand introduced the Board's newest staff member, Anna Holderberg, who has filled one of the two positions for Child Care Business Specialist. Ms. Holderberg has already began working closely with child care providers and employers to identify and address their needs as they relate to one another.

VIII. Adjourn

Kelli Marshall adjourned the Executive/Finance Committee Meeting at 1:47 p.m.

Duly passed and approved on this 17th day of January 2023


Kelli Marshall, Chair

Attest


Lauren Phipps, Planning and Policy Specialist