

**Workforce Solutions Deep East Texas
415 S. First Street, Suite 110B, Lufkin, TX 75901
Executive/Finance Committee Meeting Minutes
January 17, 2023**

I. CHAIR KELLI MARSHALL CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:33 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, Kotosha Jeffery, Gene Lee, Kelli Marshall, Ellen Mills

Members Absent: James Gentry, Wayne Haglund, Garvey Jackson, John Allen Slocomb

Board Staff Present: Mark Durand, Sarah Milligan, Lauren Phipps, Misty Woodard

Visitors: Scott Amey, Jessica Blair, LaTreaser Cartwright, Rhonda Cartwright, Monica Peters-Clark

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 – December 13, 2022

Motion: Tyane Dietz 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. Regional Convener Grant

Mark Durand summarized the new grant opportunity published by the Texas Tri-Agency (23-24 Tri-Agency Grant for Regional Conveners.) The Texas Education Agency (TEA), as the pass-through entity, is the grantee from the U.S. Department of Education (USDE). The purpose of this 12-month grant project is to identify, invest in, and designate a regional convener in each of Texas' 28 workforce development areas (WDA) who will serve as the WDA's Tri-Agency regional convener. The role of a designated Tri-Agency regional convener is to oversee the development, implementation, and monitoring of the regional strategy for high-quality career and education pathways into targeted industries across an entire workforce development area. Mr. Durand stated the Board is well-positioned to assume the role of regional convener for the Deep East Texas WDA. This grant will allow for the opportunity to apply for other grants and expand the Board's services. As required by the grant, the Board will hire one additional FTE to serve as the regional convener lead, and other current staff members will support the project. If awarded, all funding for the additional FTE will be allocated to the grant and percentage of staff time to support the grant can also be allocated to the grant. The Board submitted an application with a budget amount of \$409,631.

B. Angelina County Workforce Center RFP

The Workforce Solutions Deep East Texas Angelina County Workforce Center (Angelina WFC) lease with AWC Family Partnership, LTD will terminate May 31, 2023. The Board released a Request for Proposal (RFP) January 4, 2023, to solicit proposals for commercial space for the Angelina WFC. The Board plans to enter into a contract with the selected vendor for a period of not less than ten (10) years. The Angelina WFC is the Board's one-stop comprehensive center housing workforce, childcare, vocational rehabilitation, veterans and other core services to serve employers and job seekers. The RFP followed the Financial Manual for Grants and Contracts Supplement on Procurement. The RFP solicits space between 11,500 to 20,000 square feet that is compliant with Texas Accessibility Standards (TAS) and Americans with Disabilities Act (ADA). Mr. Gene Lee asked if the facility location must be in Lufkin. Mr. Durand responded that with the Angelina WFC being the Board's one-stop center housing several partners, the facility does need to be in Lufkin as it is the best location in the Deep East Texas region for customer access. The Board staff plans to submit to the Board at the February 2023 meeting for approval to negotiate and contract with the selected vendor.

C. February Board Meeting Date Change

Mr. Durand noted the upcoming February Board meeting has been rescheduled for February 28, 2023.

V. Discussion and Possible Action

A. Action Item 23-01 Procurement Policy Revisions

Board staff recently reviewed the Board's Procurement Policy and Procedures and requested approval of some changes. In 2020, TWC raised the simplified acquisition threshold from \$150,000 to \$250,000. Boards were not required to make this change locally. After review and discussion, Board staff have now decided to raise the threshold to \$250,000 to align with TWC's procedures. Board staff also requested approval of the addition of Section 13: Pre-Award Considerations, which states, "The Board shall follow all applicable laws, regulations and rules regarding the procurement of goods and services. The Board shall only award contracts to responsible contractors/vendors possessing the ability to perform all award requirements in full compliance with the award terms and applicable laws, rules and ethical standards." This section was added as a "catch-all" statement to reiterate the Board will follow current and future laws, regulations, and rules as they relate to

procurement. Ms. Tyane Dietz stated her concern with the simple acquisition threshold amount increasing to \$250,000 and how that affects procurements coming before the Board for approval. Mr. Durand stated all procurements over \$150,000 would continue to come before the Board. Ms. Dietz responded the policy should still state that procurements exceeding \$150,000 will come before the Board for approval. The Executive/Finance Committee is in agreeance the simple acquisition threshold can be increased to \$250,000 as long as procurements exceeding \$150,000 still come before the Board for approval.

Motion: Tyane Dietz made the motion to approve the Procurement Policy as presented, but stated for the record that procurements over \$150,000 will continue to come before the Board for approval.

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

VI. Discussion and Acceptance of Financial Reports

A. Financial Reports for November 2022

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

Chair Kelli Marshall deferred the Financial Reports to the Board Meeting to avoid 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 2:31 p.m.

Duly passed and approved on this 14th day of March 2023

Kelli Marshall

Kelli Marshall, Chair

Attest



Lauren Phipps, Planning and Policy Specialist