

**Workforce Solutions Deep East Texas
415 S. First Street, Suite 110B, Lufkin, TX 75901
Executive/Finance Committee Meeting Minutes
May 9, 2023**

I. CHAIR KELLI MARSHALL CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:06 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: Tyane Dietz, Robert Fitzpatrick, Wayne Haglund, Kotosha Jeffery, Kelli Marshall, Ellen Mills, John Allen Slocomb

Members Absent: Lisa Balty, James Gentry, Garvey Jackson, Gene Lee

Board Staff Present: Mark Durand, Anna Holderberg, Debb Homman, Karen Stubblefield

Visitors: Maribel Soto-Mendoza

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:

Mark Durand introduced Maribel Soto-Mendoza, who has accepted the position of Financial Director. Ms. Soto-Mendoza will be training with Misty Woodard, and has an anticipated start date of June 5th.

II. Public Comments

None

III. Discussion/Action: Approval of Minutes – March 14, 2023

Motion: Tyane Dietz made the motion to approve the minutes as presented.
Second: John Allen Slocomb
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

IV. Information and Briefing Items

A. EO Review Report

Mr. Durand reported The Texas Workforce Commission Equal Opportunity Compliance Department (EOCD) is required to conduct annual Equal Opportunity (EO) monitoring reviews in accordance with federal and state EO monitoring requirements. The EOCD issued a Document Analysis List to the Board. In response to the Document Analysis List, the Board's EO Officer, Lauren Phipps, provided the EOCD with documentation regarding various topics, including organization information, assurance obligations, policies, procedures, internal monitoring, affirmative outreach, communication and prohibited discrimination. The EOCD determined there were no findings or areas of concern.

B. CCQ TRS Supplemental Plan

Child Care Coordinator, Debb Homman, provided a detailed report on the projected spending versus actual expenditures of CCQ funds from November 1, 2021 through March 31, 2023. Overall, the Board was under budget with projected spending of \$418,447. Actual spent of CCQ funds totaled \$365,247.10.

V. Discussion and Possible Action

A. Action Item 23-09 Regional Convener Grant Budget Proposal

The Texas Regional Pathways Network (TRPN) was launched in 2019 to support Governor Abbott's Tri-Agency Workforce Initiative, through which the Texas Education Agency, Texas Higher Education Coordinating Board and Texas Workforce Commission (TWC) are working collaboratively to increase economic prosperity in Texas by linking education and industry. With a vision that all Texans are prepared to contribute to an inclusive and competitive Texas economy, the TRPN aims to build regional talent pipelines into in-demand industries that will spur economic growth across the state and ensure all Texans have the skills and credentials needed for economic advancement. 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. The Board approved the submittal for the grant. Workforce Solutions Deep East Texas was selected to receive the grant. As a result, the Board will hire two (2) additional full-time employees (Regional Convener Lead and Work-Based Learning Lead). Current staff members and workforce contractor staff will support the project. Mr. Durand explained that additional compensation is included in the funding amount for staff working on this grant to avoid co-mingling of workforce funding and TEA funding. Board staff requested approval to accept the grant for \$539,250.

Motion: Ellen Mills made the motion to accept the Regional Convener Grant Budget Proposal as presented.
Second: Robert Fitzpatrick
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 February and March 2023

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

Mr. Durand provided financial updates for February and March 2023. Mr. Durand referenced the variance narrative and reviewed the Contracts Outstanding report, stating no concerns.

VII. Discussion of issues to be brought before the Committee

None

VIII. Adjourn

Kelli Marshall adjourned the Executive/Finance Committee Meeting at 2:10 p.m.

Duly passed and approved on this 20th day of June 2023



Kelli Marshall, Chair

Attest



Lauren Phipps, Planning and Policy Specialist