

**Workforce Solutions Deep East Texas
415 S. First Street, Suite 110B, Lufkin, TX 75901
Executive/Finance Committee Meeting Minutes
June 20, 2023**

I. CHAIR KELLI MARSHALL CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:20 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, James Gentry, Garvey Jackson, Gene Lee, Kelli Marshall, Ellen Mills

Members Absent: Lisa Balty, Wayne Haglund, Kotosha Jeffery, John Allen Slocomb

Board Staff Present: Mark Durand, Debb Homman, Lauren Phipps, Maribel Soto-Mendoza, Karen Stubblefield

Visitors: Scott Amey, LaTreasor Cartwright, Rhonda Cartwright, Richard Rudel

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 Richard Rudel, CPA, with Alexander, Lankford and Hiers, Inc., who will be reporting on the independent audit of the Board's financial position.

II. Public Comments
None

III. Discussion/Action: Approval of Minutes – May 9, 2023

Motion: Ellen Mills 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. Tri-Agency Regional Convener Grant

Mr. Durand provided updates regarding the Tri-Agency Regional Convener Grant. As required by the grant, the Board hired an additional full-time employee (FTE) to serve as the Regional Convener Coordinator, Jeff Eichman, who started on June 5, 2023. Mr. Eichman has an educational background and is familiar working with grants. The second FTE will be a current board staff member, Josh Fleming, who will be transitioning into the Work-Based Learning Coordinator position upon final approval receipt of the Texas Education Agency (TEA) Notice of Grant Award (NOGA). Other current staff members and the workforce contractor staff will support the project. The team met with our assigned Jobs for the Future (JFF) coach on Tuesday, June 8, 2023, for an orientation meeting. The team also discussed a draft agenda for the upcoming onsite July 17-18, 2023, Tri-Agency Grant JFF visit. The Tri-Agency Grant team conducted a virtual meeting with all state grant awarded entities and their regional conveners on June 8, 2023. The collaborative meeting focused on the creation of the Pathways Leadership Team facilitated by our JFF coach. Several members of Tri-Agency Grant team also attended the statewide deep dive meeting held on Thursday, June 15, 2023. The collaborative meeting focused on the creation of the Pathways Landscape Map facilitated by our JFF coach. The Tri-Agency Grant Regional Convener Coordinator has been contacting key stakeholders across the twelve counties within Deep East Texas to discuss the possibility of serving as a member of the pathways leadership team.

V. Discussion and Possible Action

A. Action Item 23-11 Annual Audit

Alexander, Lankford and Hiers, Inc. Certified Public Accounts conducted an independent audit of the Board's financial position as of September 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. Mr. Rudel, CPA, with Alexander, Lankford and Hiers, Inc., presented the audit report to the Committee, focusing primarily on the schedule of findings and questioned costs which reflected no significant deficiencies or findings. Mr. Rudel stated no difficulties were encountered in conducting the audit.

Motion: Tyane Dietz made the motion to accept the annual audit as presented.
Second: James Gentry
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

B. Action Item 23-12 Renewal of Child Care Services Contract

The initial Child Care Services contract with Goodwill Industries of Central East Texas, Inc. (GWI) was for one year, October 2020 through September 2021. The RFP allows for the contract to be renewed for up to four additional one-year periods after the initial contract, not to exceed a total of five years. If approved this will be the 3rd renewal which will be for the period October 1, 2023 through September 30, 2024. Board staff contracted with Diaz, Smith, and Associates (DSA) to

conduct the annual fiscal integrity evaluation of GWI. DSA reviewed the current contract, organization chart, audit reports, cost allocation plan, cash management systems, monitoring reports, insurance and bonding, property inventory, conflict of interest, policies and procedures, and adverse judgments. DSA determined GWI materially compliant in all areas of the review. GWI is currently meeting year-to-date performance (106.17%). TWC determined there were no findings in either fiscal or programmatic reviews during TWC's annual monitoring. Board staff reviewed the contract for GWI and requested authorization from the Board to begin negotiations for the 2023-2024 contract year with GWI.

Motion: Robert Fitzpatrick made the motion to accept the renewal of the Child Care Services contract as presented.

Second: Gene Lee

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 April 2023

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

Finance Director, Maribel Soto-Mendoza, provided financial updates for April 2023. Mr. Durand reviewed the Contracts Outstanding report, stating no concerns. On a motion by Gene Lee, and seconded by Ellen Mills, the financial reports were accepted.

VII. Discussion of issues to be brought before the Committee

None

VIII. Adjourn

Kelli Marshall adjourned the Executive/Finance Committee Meeting at 2:08 p.m.

Duly passed and approved on this 8th day of August 2023


Kelli Marshall, Chair

Attest


Lauren Phipps, Planning and Policy Specialist