

**Workforce Solutions - Deep East Texas**  
**415 S. First Street, Suite 110B, Lufkin, TX 75901**  
**Operations Committee Minutes**  
**May 9, 2024**

**I. CHAIR JOE CLYDE ADAMS CALLED THE OPERATIONS COMMITTEE MEETING TO ORDER AT 10:00 A.M.**

**MR. ADAMS 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, JOE CLYDE ADAMS, WAS PHYSICALLY PRESENT.**

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

**Members Present:** Joe Clyde Adams, Kerry Ballast, Rebekah Burkhalter, Courtney Ashley, Phyllis Grandgeorge, Melody Jenkins, Robert McLeod

**Members Absent:** Marisa Phillips, Randy Roberts, Jessica Rogers, John White

**Board Staff Present:** Lisa Crawford, Mark Durand, Crystal Eason, Dara Harmon, Maribel Soto, Karen Stubblefield

**Visitors:** Scott Amey, Jessica Blair, Michelle Blanchard, LaTreaser Cartwright, Michelle Kennedy, Monica Peters-Clark

**CHAIR JOE CLYDE ADAMS REMINDED THE COMMITTEE MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.**

Chair Joe Clyde Adams 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 – November 14, 2023**

**Motion:** Kerry Ballast made the motion to approve the minutes as presented.

**Second:** Robert McLeod

**In Favor:** All

**Oppose:** None

**Abstain:** None

**Motion:** Passes

#### **IV. Information Items**

##### **A. Child Care Advisory Committee Report**

The Texas Workforce Commission (TWC) issued WD Letter 19-23 Local Child Care Committee Requirements which required the Board to appoint representatives to the local child care committee no later than February 29, 2024 or at the Board's first regularly scheduled Board meeting in the calendar year of 2024. The committee met on January 25, 2024 for the first meeting. The committee discussed the rules and guidelines, the hierarchy of the Workforce Board and the Child Care Quality (CCQ) Expenditure Plan, Child Care Services (CCS) Enrollment, Pre-K Partnerships and Texas Rising Star (TRS). The Annual Banquet is set for September 14, 2024.

##### **B. WIOA TAP Update**

TWC placed the Board on a Technical Assistance Plan (TAP) for missing two Workforce Innovation Opportunity Act (WIOA) measures for end of year WIOA end of year reporting. The TAP will remain in place until performance is reported at the end of the BCY 2024 report is released. If the Board meets the measures TWC will recommend that the TAP be removed. The Board and contractor have developed strategies and actions to improve the performance to meet both measures by the end of the BCY. TWC will conduct monthly meetings with the Board to ensure progress is on track to meet the measures. As of February 2024 MPR, the Board is meeting both measures.

##### **C. Career Exploration Report**

This is the third year that Career Coaches continue to provide students with information about educational opportunities, local labor market information, high-demand occupations, career information and available workforce services to help them make sound career decisions after graduation and career pathways when entering high school. In addition to providing the information, the Career Coaches also instruct the students how to find the resources to use to gather the information for future use. There are currently 22 Memorandums of Understanding (MOU) in place with participating schools.

#### **V. Discussion/Possible Action**

None.

#### **VI. Board Reports**

##### **A. Workforce Center Report**

Ms. LaTreasor Cartwright, Project Director, summarized the Program Year 2024 Q2 report. Workforce staff is working diligently with the region's job seekers to assist with work-related expenses via the Middle Skills Employment Supplies Grant. The grant assists those who have greater than a high school diploma, but less than an Associate's Degree. With this grant, staff were able to assist apprentices enrolled in the carpentry apprentices with tools. There have been 47 participants with YTD spent at \$18,221.46 of the \$33,000.00 grant. The Upskills Training assists job seekers for short-term training in one of four industry sectors (General & Business; Healthcare & Education; Manufacturing, Transportation & Warehousing; and Retail & Hospitality). The Upskills training has assisted 9 participants for a total of \$36,000.00 of the \$54,000.00 grant.

Jessica Blair shared success stories and the strategies and outreach efforts for Rural Services. There were 4,877 Distinct users for the quarter.

LaTreasor Cartwright then spoke of WIOA enrollments at 139 YTD and the Individual Training Accounts (ITA) were at 46 (35 Adult, 8 Dislocated Worker, and 3 Youth). Some challenges are for them to take certification tests and then at times to have enough people to have the class. Both Lamar and Panola CDL courses require 5 enrollees to have a class, and they often fall short of this number. The completion rate is currently at 31% because there are still 11 currently in attending training.

Ms. Cartwright reported that the CHOICES performance rate was met for the YTD measure. Enrollments and Activities participation rate for the quarter was 70% with a goal of 50%. They are trying to collaborate for Non-Custodial Parents (NCP) who are under-employed or not employed.



**B. Child Care Services Report**

Michelle Kennedy reported on the Child Care Services (CCS) number of children served. With the target number for average number of children enrolled for October 2023 through February 2024 at 2,683. As of February 2024, YTD avg is 97.76% of target (2623). We have 100 provider agreements. 667 new children were enrolled into care. Currently there are 47 Texas Rising Star (TRS) Centers/Homes. We currently have 1,593 children in those TRS centers. The Family Engagement Day was April 13, 2024. We had approximately 200 attendees and 13 child care centers participated in the event. The Annual TRS Banquet is scheduled for Saturday, September 14, 2024, at Pitser Garrison. Debb Homman reported that the Child Care Quality Expenditures to date were \$556,689 of the \$700,348 budget.

**VII. Adjourn**

Chair Joe Clyde Adams adjourned the Operations Committee Meeting at 11:28 a.m.

Duly passed and approved on this 11 day of February ~~2024~~ 2025

Attest

  
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Joe Clyde Adams, Chair

  
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Dara Harmon, Exec. Administrative Assistant