

**Workforce Solutions Deep East Texas
Board Meeting Minutes
415 S. First Street, Suite 110B, Lufkin, TX 75901
June 25, 2024**

I. CHAIR KELLI MARSHALL CALLED THE BOARD MEETING TO ORDER AT 3:01 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 VIDEO-CONFERENCING 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. 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: Joe Clyde Adams, Kerry Ballast, Ashley Courtney, Tyane Dietz, Tim Ditoro, Eddie Hopkins, Garvey Jackson, Melody Jenkins, Dan Kern, Gene Lee, Kelli Marshall, Quincy Martindale, Robert McLeod, Ellen Mills, Benjamin Mott, Rich Scott, John White

Members Absent: Lisa Balty, Rebekah Burkhalter, Phyllis Grandgeorge, Anita Humphreys, Kotosha Jeffery, Matthew Lowery, Marisa Phillips, Randy Roberts, Jessica Rogers, John Allen Slocomb

Board Staff Present: Lisa Crawford, Mark Durand, Jeff Eichman, Dara Harmon, Emily Harmon, Debb Homman, Samantha Inguanzo, Maribel Soto-Mendoza, Sarah Milligan, Lauren Phipps, Karen Stubblefield

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

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 return the form to Board staff.

WELCOME OF GUESTS:

Richard Rudel of Alexander, Lankford & Hiers.

II. Public Comments

None.

III. Discussion/Action: Approval of Minutes – May 14, 2024

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

Second: Joe Clyde Adams
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

IV. Board Members Comments on Activity in their Respective Areas

Ben Mott reported two restaurants that had previously closed in Woodville are now re-opened. Kelli Marshall reported a new bistro opened in Jasper. Gene Lee brought up the beautification project in downtown Lufkin – and that it is taking longer than expected.

V. Executive Director's Report

A. Contracts/Agreements

The Board will be partnering with Deweyville ISD and Beaumont Electrical Joint Apprenticeship and Training to implement Electrician Pre-Apprenticeship Program. The Board also has Memorandums of Understanding (MOU) between the Board and Diboll ISD for youth apprenticeship in Electronics Manufacturing. The goal is for students to graduate with an Associates in Applied Science and Level 1 Certification in Electronics Assembler and Computer Maintenance.

B. Performance

Child Care:

From October 2023 through March 2024, the YTD target was 2,683 average/day and current enrollment average is 2,638 for 98.32%. The April MTD actual average was 2,746 (102.35% of target). Plans are to increase the enrollment to 105% to anticipate the lower summer averages and those who suspend care.

Workforce:

The Board has been placed on a Technical Assistance Plan (TAP) for missing two end-of-year Workforce Innovation & Opportunity Act (WIOA) measurements. The Board and contractor have developed an action plan to address those measures.

C. Contacts and Coordination Efforts

Mr. Durand spoke at Nacogdoches High School CTE Signing Day and attended Deweyville Career and College Military Readiness Commitment Day.

Debb Homman and Joelle Harkins represented the Board as they presented “Equality vs Equity in Child Care” at the National Association for the Education of Young Children (NAEYC) Professional Conference in New Orleans.

Lauren Phipps represented the Board on a national level in a TranslateLive webinar to discuss the benefits of using translation resources in workforce centers.

Teacher Externship Week was held the week of June 10-14.

Several Board staff met with Brent McLemore, Director, SFA Professional and Continuing Education on how we can partner together to focus on employer needs.

Tri-Agency Regional Convener team met with Jobs for the Future (JFF) coach, educators and employers to discuss strategic plans.

D. Rules and Legislation Update

Mr. Durand mentioned that the Department of Labor (DOL) has changed the rules regarding overtime pay starting July 1, 2024.

E. Funding

Deep East Allocations for FY 2025 are \$4,098,418 for WIOA Adult, Youth and Dislocated Worker, each of which increased for a total change of \$164,977 (4.2%). TANF Choices decreased \$46,753 (-3.9%) which affects Career Coaches. Child Care increased \$1,696,127 (9.7%) for a total allocation of \$19,204,819.

F. Other Activity and Administrative Matters not requiring action by the Board

Mr. Durand reported the May 2024 unemployment rate of 4.6% is up from the previous month (4.3%).

The Governor's Small Business Summit will be June 27, 2024 at the Angelina College Conference Center.

VI. Committee Reports

A. Executive/Finance Committee

1. Committee Activity

Information and Briefing Items

2. Discussion/Possible Action

a. Action Item 24-15 Fiscal Year 2023 Annual Audit

Mr. Richard Rudel, CPA with Alexander, Lankford & Hiers presented the FY2023 Annual Audit report to the Board for discussion and questions. The report was unmodified and had no findings to report or disclose.

Motion: The Executive/Finance Committee recommended acceptance of the report as presented.

Second: Ellen Mills

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

b. Action Item 24-16 Renewal of Child Care Services Contract

The Board contracted with Goodwill Industries of Central East Texas (GWI) in 2020-2021 based on the results of RFP #20.395. The 2024-2025 contract term, if approved, will be the fourth year option of the four-year option to renew period, noted in the RFP. Staff have reviewed the contract performance for the period of October 2023 through June 2024. The Texas Workforce Commission annual monitoring did not note any findings in any fiscal or program during their review. There were 11 appeals that were reviewed – six (6) were overturned in favor of the parent, five (5) appeals were upheld. The Board conducted a survey of Child Care providers and 90% were either “Extremely Satisfied” or “Satisfied.” Only 10% were marked “Unsatisfied” and are being investigated.

Motion: The Executive/Finance Committee recommended for acceptance of the renewal of contract with Goodwill Industries of Central East Texas.

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

c. Action Item 24-17 Renewal of Management and Operations of Workforce Center Services

The Board contracted with Dynamic Workforce Solutions (DWFS) for management and operation of the workforce centers for the period of October 1, 2021 through September 30, 2022, based on the results of RFP #21-401. The 2024-2025 contract term, if approved, will be the third year renewal of the four-year option to renew, noted in the RFP. Staff have reviewed the contract's performance over the last seven months. As of March 2024, Monthly Performance Report (MPR), DWFS is meeting or exceeding 15 of 21 measures to date. There are six (6) measures not being met. Of those six, five are expected to be met by EOY.

Motion: The Executive/Finance Committee recommended for approval of the renewal of contract with Dynamic Workforce Solutions.

Second: Ellen Mills

In Favor: All

Oppose: None

Abstain: None
Motion: Passes

- d. **Action Item 24-05 Closed Session – Deliberation Regarding Executive Director Employment and Evaluation Concerning Action Item 24-05, Gov’t Code Section 551.074**
The Board did not enter into closed session regarding Action Item 24-05.
- e. **Open Session Action, if any, as a result of Closed Session - Deliberation Regarding Executive Director Employment and Evaluation Concerning Action Item 24-05, Gov’t Code Section 551.074**
None.

3. **Discussion and Acceptance of Financial Reports**

a. **Financial Reports for April and May 2024**


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

Chief Financial Officer, Maribel Soto-Mendoza, provided financial updates for April and May of 2024, stating no concerns.

VII. **Adjourn**

Kelli Marshall adjourned the Board Meeting at 3:52 p.m.

Duly passed and approved on this 20 day of August 2024



Kelli Marshall, Chair

Attest



Dara Harmon, Exec. Administrative Assistant