

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

I. CHAIR KELLI MARSHALL CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:01 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, Tyane Dietz, Tim Ditoro, Eddie Hopkins, Garvey Jackson, Gene Lee, Kelli Marshall, Ellen Mills

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

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

Visitors: Scott Amey, Michelle Blanchard, Kevin Bradford, LaTreaser Cartwright, Rhonda Cartwright, Paul Dunn, Michelle Kennedy

KELLI MARSHALL, REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

Ms. Marshall asked that all members sign a conflict of interest declaration and submit 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: Ellen Mills made the motion to approve the minutes as presented.

Second: Joe Clyde Adams

In Favor: All

Oppose: None

Abstain: None
Motion: Passes

IV. Information and Briefing Items

None.

V. Discussion and 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: Tyane Dietz made the motion to accept the report as presented.

Second: Gene Lee

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: Tyane Dietz made the motion to approve renewal of contract with Goodwill Industries of Central East Texas

Second: Ellen Mills

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: Gene Lee made the motion to approve renewal of contract with Dynamic Workforce Solutions

Second: Tim Ditoro

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

Session Closed at 2:10 p.m.

Chair Kelli Marshall declared the committee move into closed session at 2:10 p.m.

Ms. Marshall reconvened Open Session at 2:54 p.m.

E. Open Session Action, if any, as a result of Closed Session

None.

VI. Discussion and Acceptance of Financial Reports

A. Financial Reports for April and May 2024

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

Discussion was deferred until the Board Meeting.

VII. Discussion of issues to be brought before the Committee

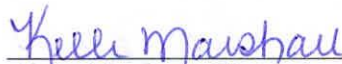
None.

VIII. Adjourn

Kelli Marshall adjourned the Executive/Finance Committee Meeting at 2:54 p.m.

Duly passed and approved on this 20 *day of* August *2024*

Attest



Kelli Marshall, Chair



Dara Harmon, Exec. Administrative Assistant