

**Workforce Solutions Deep East Texas
Executive/Finance Committee Meeting Minutes
415 S. First Street, Suite 110B, Lufkin, TX 75901
September 10, 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, Lisa Balty, Tyane Dietz, Tim Ditoro, Eddie Hopkins, Garvey Jackson, Kotosha Jeffery, Gene Lee, Kelli Marshall, Ellen Mills, John Allen Slocomb

Members Absent: None

Board Staff Present: Lisa Crawford, Mark Durand, Dara Harmon, Debb Homman, Lauren Phipps, Maribel Soto, Karen Stubblefield

Visitors: LaTreaser Cartwright

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:

None.

II. Public Comments

None.

III. Discussion/Action: Approval of Minutes – August 20, 2024

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

Second: Lisa Balty

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

IV. Information and Briefing Items

A. Student HireAbility Navigator Program

Lisa Crawford, Student HireAbility Navigator (SHN) presented her quarterly report. The Student HireAbility Navigator spoke about the organization's overall services as well as the services offered to employers. The SHN met with the Deep East Texas Council of Governments (DETCOG) to learn about their Family & Youth Services program and to inform them of the services we offer. The SHN collaborated with the TWC Vocational Rehabilitation (VR) staff by giving a presentation on the importance of employability (or soft) skills during their regional team meeting. The SHN met with the San Augustine County Judge to discuss our programs and the importance of helping young adults with disabilities find jobs. He has agreed to partner with us by posting our events on their social media pages. Many other meetings took place and are planned to collaborate and spread the importance of employability, retaining employees, and the benefits of hiring people with disabilities.

V. Discussion and Possible Action

A. Action Item 24-22 Child Care Policy Revision

Per WD Letter 06-24, TWC plans to replace the Child Care Services (CCS) case management functionality in TWIST with the TX3C project. The purpose of this policy is to provide guidance to the Board and sub-recipient staff in interpreting and implementing the requirements of state and federal regulations governing child care activities. The transition to the new application includes changes to the Boards' local processes as well as several policy changes. Debb Homman explained that as the current policy states: Voluntary transfers will not be permitted until the start of the second pay period following the request. Adding to this policy: Under special circumstances, the Board may grant an exception to the standard procedures regarding transfers outlined in this policy. Exceptions will be considered on a case-by-case basis and must be supported by compelling reasons that justify deviation from the normal processes.

The Board's question to TWC was regarding local flexibility of transfers in emergency situations such as safety, abuse, or other emergency situations deemed necessary by the Board for immediate transfer. TWC's response was this limitation will only apply to voluntary transfers; the Board will be able to determine on a case-by-case basis if the waiting period may be waived

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

Second: Garvey Jackson

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

B. Action Item 24-23 Lapse Salary Distribution

Mark Durand requested the Board's approval to distribute funds accumulated from lapsed salaries among staff members. This would be a one-time distribution to recognize the efforts of staff from October 1, 2023, through September 30, 2024. This is proposed as an incentive to current staff members and would be calculated based on the length of service during the current fiscal year. Staff members employed for the full twelve-month period would receive \$1,200 and employees hired during this fiscal year with at least three months of service would receive a pro-rated amount based on the number of months employed during the fiscal year. Example: 7 months of service/12 calendar months = \$700. The distribution amount total is \$20,000.50 which includes incentive, social security, and Medicare deductions. There will not be a 401k deduction or match included in the distribution.

Motion: Kelli Marshall made the motion to approve the proposal as presented.

Second: Ellen Mills

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

C. Action Item 24-24 FY 2025 Budget Approval

The Board receives funding to support all five goals and strategies outlined in the FY 2021-2024 Strategic Plan. The budget outlines the Board's oversight and management, facility and infrastructure, service delivery, and direct client costs for both workforce and child care contractors. Expected revenues for FY 2025 are projected at \$30,490,295, which represents a 6% increase. The majority of the increase is due to Workforce Innovation and Opportunity Act (WIOA), Child Care Formula (CCF), and Child Care Quality (CCQ) grants allocation increases. Expenses are projected at \$30,490,295, which include a 3% increase for staff, a 25% increase in benefits, direct client in both workforce, child care, and technology refresh which include upgrades in the workforce centers

Motion: Ellen Mills made the motion to approve the 2025 Budget as presented.

Second: Joe Clyde Adams

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 2:21 p.m.

Chair Kelli Marshall convened the committee into closed session at 2:21 p.m.

Ms. Marshall reconvened Open Session at 2:35 p.m.

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

No action taken.

VI. Discussion and Acceptance of Financial Reports

A. Financial Reports for July 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 2:35 p.m.

Duly passed and approved on this 8 day of October 2024

Attest



Kelli Marshall, Chair



Dara Harmon, Exec. Administrative Assistant