I. CHAIR LISA BALTY CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:38 P.M. AND ANNOUNCED THAT A QUORUM WAS PRESENT:

Members Present: Lisa Balty, Tyane Dietz, Robert Fitzpatrick, Wayne Haglund, Ellen Mills, and Gene Lee

Members Absent: Garvey Jackson, Kelli Marshall, and John Allen Slocomb

Board Staff Present: Mark Durand, Tara Mosley, Gini Blackwell, Karen Stubblefield, Melissa Oaks

Visitors: Billy Reddick, Paul Dunn, Monica Peters-Clark, Marilyn Hartsook

CHAIR LISA BALTY REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

Chair Lisa Balty asked that all members sign a conflict of interest declaration regardless of whether they have a conflict.

WELCOME OF GUESTS:

Mark Durand introduced Paul Dunn, Billy Reddick, and Monica Peters-Clark of Dynamic Workforce; Workforce Solutions Board staff members Tara Mosley, Melissa Oaks, and Karen Stubblefield, the new Business Development/Planner; and Marilyn Hartsook, consultant.

II. Discussion/Action: Approval of Minutes – November 13, 2018

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

Second: Tyane Dietz

In Favor: All

Oppose: None

Abstain: None

Motion: Passes
III. Public Comments
None

IV. Information and Briefing Items
A. Workforce Board Appointments and Reappointments – Mark Durand presented the list of nine (9) reappointments and two (2) new members to the Deep East Texas Local Workforce Development Board. Reappointed members include: Joe Clyde Adams, Lisa Balty, Laura Bush, Gregg Durham, James Gentry, Garvey Jackson, Kotasha Jeffrey, Gene Lee, and Marisa Phillips. The two new members are Karen Hatton, president of Lone Star Parts in Woodville, representing the Private Sector Industry for Tyler County, and Rebekah Burkhalter, Coordinator of Adult Education and Literacy for Panola College Shelby County Center in Carthage, representing the Adult Basic and Continuing Education Sector. Mr. Durand noted that there were now 28 board members with one more open position to be named shortly by TWC. Mr. Fitzpatrick has agreed to be the Veteran representative to the board. The board is in compliance.

B. Grants and Community Partnerships – Mr. Durand discussed four (4) new grants that are in the application process. The Workforce Specialist Pilot Program would place three (3) specialists in five school districts to expose students in grades 6-12 to career and educational opportunities in their counties. The school districts that have agreed to partner with the Workforce board are Hudson ISD, Jasper ISD, Lufkin ISD, Nacogdoches ISD, and San Augustine ISD. Among their duties, the specialists will inform students about career pathways and opportunities, provide workshops to teachers and counselors and foster collaboration between area employers and the school districts. In the two Dual Credit Career and Technical Education-Equipment Only RFAs, the applicants would apply their respective grant funds to buy equipment for information technology skills course work at Lamar Institute of Technology and Jasper ISD and for a maintenance technology certification program in Shelby County schools by Panola College. These projects align with the High Demand Occupations listing for the Deep East Texas WDA. Through the fourth grant, San Augustine ISD would create a Certified Nursing Assistant (CNA) course to support nursing home employment in the county.

C. Houston County Workforce Center – Change in Lessor – Mr. Durand informed the committee that the lessor for the Houston County Workforce Center changed from Angelina College to the building owner, Crockett Economic and Industrial Development Corporation, because Angelina College vacated the property. Under the interlocal agreement effective Jan. 1, 2019, WSDET pays 12% of the building’s utility cost only.

V. Discussion and Possible Action
A. Action Item 19-03 Two-Year Strategic Plan Modification – Mark Durand introduced Marilyn Hartsook, who had been engaged by WSDET through the Consulting and Technical Writing RFA to review and update the 2017-2020 Strategic Plan as directed by the WD Letter 19-18 issued by TWC. Ms. Hartsook summarized the changes which involved correcting language and grammatical errors, adding the new grant projects, and updating the economic workforce analysis with the most current available data. She indicated there was no change in the target industries list, but there were several changes to the demand occupation list. The draft plan is posted to the website at
www.detwork.org/two-year-strategic-plan-modification through March 15, 2019, for public review and comment. Mr. Durand expressed the board’s appreciation to Ms. Hartsook for her diligent work on the project and delivering the thorough analysis.

**Motion:** Wayne Haglund made a motion to approve the modifications of the plan as presented.

**Second:** Tyane Dietz

**In Favor:** All

**Oppose:** None

**Abstain:** None

**Motion:** Passes

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

None

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

**A.** Finance Director Gini Blackwell presented the October, November and December 2018 financial reports, including the statement of financial position, Budget vs. Actuals, Grant Report. Items noted in the variance narrative included the remodel expense at the Angelina County Workforce Center to accommodate the addition of the Vocational Rehabilitation staff, a software update renewing the firewall protection, fees related to the interim finance director services and advertising for the open finance director position, and expenses related to conferences and travel for staff and board members. Ms. Blackwell also reviewed the changes in the format that were intended to make the financial statements easier to read and understand. Lisa Balty commented that new formatting was helpful and appreciated. Ms. Blackwell reported that the financial auditors will be onsite the first and the last weeks of March. With a motion by Ellen Mills, seconded by Robert Fitzpatrick, the Committee accepted the financial reports.

**VII. Adjourn**

Chair Lisa Balty adjourned the meeting at 2:25 p.m.

*Duly passed and approved on this 9th day of April 2019*

*Lisa Balty, Chair*

Attest

Karen Stubblefield
Business Development