I. CHAIR LISA BALTY CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:46 P.M. AND ANNOUNCED THAT A QUORUM WAS PRESENT.

Members Present: Lisa Balty, Tyane Dietz, Robert Fitzpatrick, James Gentry, Kotosha Jeffery, Gene Lee, John Allen Slocomb

Members Absent: Wayne Haglelund, Garvey Jackson, Kelli Marshall, Ellen Mills

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

Visitors: Paul Dunn, Billy Reddick

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 Dynamic Workforce Solutions staff Paul Dunn and Billy Reddick, as well as Board staff Tara Mosley, Melissa Oaks, Gini Blackwell and Karen Stubblefield.

II. Discussion/Action: Approval of Minutes – February 19, 2019

Motion: Tyane Dietz made the motion to approve the minutes as presented.

Second: Gene Lee

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

III. Public Comments

None
IV. Information and Briefing Items
A. Workforce Board Member Appointee
Mark Durand noted that Ethan Herr, Program Specialist at the Texas Workforce Commission, has been approved to serve on the Deep East Texas Local Workforce Development Board representing the Public Employment Service (TWC) sector. He will serve on the Workforce Board Operations Committee.

V. Discussion and Possible Action
A. Action Item 19-06 Nacogdoches County Workforce Center
Mark Durand explained that the current lease for the Nacogdoches County Workforce Center ends August 31, 2019. The Board released a Request for Proposal in February for a five-year lease that will allow for the integration of Vocational Rehabilitation services in the center. The RFP was posted to the Texas Registry, advertised in the newspaper, and distributed to area realtors. While the board received questions from multiple vendors, one RFP Response was received from the current lessor, The Right Place. The cost analysis was also completed.

Motion: Tyane Dietz made the motion to enter into a five (5) year lease with "The Right Place" and approve the Executive Director to enter into a construction agreement to renovate the Nacogdoches Workforce Center as needed to accommodate the Workforce and Vocational Rehabilitation staff with the construction cost paid by the Texas Workforce Commission Vocational Rehab Services.
Second: Robert Fitzpatrick
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

B. Action Item 19-07 Personnel Policies Revisions
Mark Durand and Finance Director Gini Blackwell discussed several changes to the personnel policy and procedure handbook.

Motion: Tyane Dietz made the motion to approve the policies and procedures as presented.
Second: John Allen Slocomb
In Favor: All
Oppose: None
Abstain: None
Motion: Passes

C. 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 January and February 2019 financial reports, including the statement of financial position, Budget vs. Actuals, and Grant Report. Items noted in the variance narrative included: RFP public notice; expenses related to newspaper subscriptions; consulting fees for monitoring; consultant writing; software training for child care staff; and participant program costs. Mrs. Blackwell also reviewed the changes in the format that split out the travel expenses of the Texas Rising Star Specialists and Student HireAbility.
Navigator. With a motion by Gene Lee, seconded by John Allen Slocomb, the Committee accepted the financial reports.

VII. A. Take up Other Action
None

VIII. Adjourn
Lisa Balty adjourned the Executive/Finance Committee Meeting at 2:20 p.m.

Duly passed and approved on this 14th day of May 2019

WAYNE D. Haglund
Print Name and Title
VICE CHAIR

Attest
Karen Stubblefield
Business Development

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