Workforce Solutions - Deep East Texas  
Operations Committee Meeting Minutes  
Angelina County Workforce Center  
210 N. John Redditt Drive  
Lufkin, Texas 75904  
April 9, 2019

I. CHAIR ROBERT FITZPATRICK CALLED THE OPERATIONS COMMITTEE MEETING TO ORDER AT 12:42 P.M. AND ANNOUNCED THAT A QUORUM WAS PRESENT.

Members Present: Joe Clyde Adams, Rebekah Burkhalter, Laura Bush, Robert Fitzpatrick, Ethan Herr, Malcolm Ifoezeh, John White

Members Absent: Gregg Durham, Phyllis Grandgeorge, Marisa Phillips, Elaine Wade

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

Visitors: Kevin Bradford, Michelle Kennedy, Paul Dunn, Billy Reddick, Monica Peters-Clark

CHAIR ROBERT FITZPATRICK REMINDED THE COMMITTEE MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

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

WELCOME OF GUESTS:

Mark Durand welcomed new Board Member Ethan Herr, Program Specialist with the Texas Workforce Commission, who represents the Public Employment Service Sector. Mr. Durand introduced the Dynamic Workforce staff Paul Dunn, Monica Peters-Clark, and Billy Reddick; Kevin Bradford, Executive Director of Goodwill, and Michelle Kennedy of Goodwill; and Workforce Solutions Board staff members Tara Mosley, Melissa Oaks, and Karen Stubblefield.

II. Discussion/Action: Approval of Minutes – May 22, 2018

Motion: Joe Clyde Adams made the motion to approve the minutes as presented.

Second: Malcolm Ifoezeh

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

III. Public Comments

None
IV. Information and Briefing Items
A. E. Taylor and Associates Dynamic WFS Monitoring Report
Tara Mosley, Workforce Development Director, summarized the findings in the 22-page report, all of which were resolved or conditionally resolved. Those conditionally resolved findings will be revisited during the next monitoring cycle.

B. Workforce Performance Report
Tara Mosley reviewed the workforce center activity and discussed the numbers of customers served and expenses incurred during the fiscal year period through February. She reported 17 of the 18 measures of success are meeting performance. Additional staff training, mentoring and process improvements have been implemented by Dynamic Workforce Solutions to get the Choices measure on track and meeting the performance goal.

C. Child Care Performance Report
Tara Mosley reviewed the expenditures and monitoring summary for child care services. The percent of children being served is slightly below the goal at 94.75%. Goal is 95%-102%. Mrs. Mosley also reported that 25 of the 79 child care centers are currently certified as Texas Rising Star (TRS) providers, and an additional six more centers are actively seeking TRS certification. She reported that approximately 200 people attended the Workforce Solutions Deep East Texas TRS Quality Banquet on Saturday, April 6. All of the TRS centers were provided with age-specific educational curriculum kits and learning materials for their classrooms. Each center also received an Automated External Defibrillator (AED) to promote health and safety in the child care centers.

V. Discussion/Possible Action
A. Action Item 19-04 Training Provider Applications
Workforce Development Director Tara Mosley discussed training courses to be added to the eligible training provider list. All the training courses presented for consideration are eligible and meet the target/demand occupation list requirements.

Motion: Joe Clyde Adams made a motion to accept the training provider list as presented.
Second: John White
In Favor: All
Oppose: None
Abstain: Rebecca Burkhalter, Laura Bush
Motion: Passes

Rebecca Burkhalter and Laura Bush declared a conflict of interest.

B. Open Session Action, if any, as a result of Closed Session
None

VI. Sub-Recipient Reports
A. Dynamic Workforce Solutions Report
Mr. Billy Reddick provided the Workforce Centers report. He described steps taken to improve the Choices performance measure. He also described customer service flow changes, placements, enrollments, and workshops provided. The centers began offering virtual workshops that can be accessed online from any location. Several career summits and hiring events are being planned. The recent San Augustine County Career Connections event was successful with 12 employers, four community partners and 72 participants (job seekers and students). Mr. Fitzpatrick commented that he was pleased with the tremendous turnout.
B. Goodwill Contractor Services Report
Ms. Michelle Kennedy of Goodwill summarized child care services activity for October-February. Barriers to achieving the performance measure included the number of new staff members and the high volume of recertifications. A provider coordinator and an outreach coordinator will be hired to increase training, education and enrollments.

VII. Adjourn
Robert Fitzpatrick adjourned the Operations Committee Meeting at 1:27 p.m.

Duly passed and approved on this 9 day of July 2019

[Signature]
Robert Fitzpatrick, Chair

Attest

[Signature]
Karen Stubblefield
Business Development