Workforce Solutions Deep East Texas
Executive/Finance Committee Meeting Notice

February 14 at 1:30 P.M.
415 South First Street Suite 110 B
Lufkin, Texas 75901

Minutes

Conflict of Interest Reminder: No staff or Workforce Board member may take part in reviewing, discussing or any other action on any proposal submitted by an agency or individuals if that staff or Workforce Board member is an officer, employee, director, or any member of the staff or Workforce Board member’s family is the same, or has direct or indirect interest in a proposal, including through family or business ties.

Members Present:
James Mize
Lisa Balty
Wayne Haglund
Robert Fitzpatrick
John Allen Slocomb
Garvey Jackson

Members Absent:
Ellen Mills
Sue Wood
Tyane Dietz

Board Staff Present:
Terry Campbell
Angie Laird

Call to Order
James Mize, Chair, called the meeting to order at 1:45 p.m. A quorum was verified by the recording secretary and members were reminded of the conflict of interest policy. James Mize welcomed guests.

Discussion/Action: Approval of Minutes from January 17, 2017
Jerry Huffman made a motion to approve the minutes. Lisa Balty seconded. Motion carried.

Public Comments:
None.

Information Items:
None.

Discussion/Acceptance of Financial Reports:
Terry Campbell explained the monthly expenditures as attached. Terry entertained questions on grants money being spent in time. Terry stated that we were over in furniture due to some furniture not surviving the move. Terry stated that several insurances were also paid and those amounts are paid up front. The committee voted to accept the reports.

Action Item 17-04 Plan for Incentive Funds
Marilyn Hartsook presented a plan and budget for the $100,000 that was awarded by TWC in December for the Careers in Action Initiative. Marilyn detailed some of the items and trainings. Kelli Marshall made a motion to approve Robert Fitzpatrick seconded. Motion passed.
**Action Item 17-06 Strategic and Operational Plan**
Marilyn briefed as attached. Marilyn detailed the dates when the Plan was posted and how long it was available for review. Lisa Balty stated she had found some errors in the plan and had those to give to Marilyn for review and correction if necessary. Wayne Haglund inquired as to why the short time period for review. Marilyn stated it was what was required by TWC. Jerry Huffman made a motion to accept. Garvey Jackson seconded that motion.

**Committee Appointments Briefing**
Jimmy Mize briefed that new members had been assigned to certain committees and he thanked them for their service.

**Executive Director Search Update/ Appointment of AD Hoc**
Lisa Balty is directing the Ad Hoc committee for the search, other members include Wayne Haglund and Tyane Dietz. Lisa reported that so far three of twenty four applicants had met the minimum qualifications set forth by the Board. The Ad Hoc Committee will begin to set up interviews. The committee asked Marilyn to review the applications and to hold at the Board office should another Board Member want to view the prospects.
At this time Kelli Marshall declared a conflict of Interest both orally and in writing. Kelli stated she had a personal relationship with one of the qualified applicants and did not feel it ethical to take part in the search or ending vote.

**Action Item 17-07 Monitoring Reports**
Marilyn Hartsook briefed on the TWC monitoring of January 2016. Letter is attached.

**Adjourn:**
With no further business, the meeting was adjourned at 2:25

Transcribed by:

[Signature]
Angela Laird

Approved by:

[Signature]
Lisa Balty
James Mize, Committee Chair

LISA BALTY, COMMITTEE VICE CHAIR

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