Workforce Solutions Deep East Texas
Board Committee Meeting Notice

February 14, 2017 @ 2:30
415 South First Street 3rd Floor
Lufkin, TX 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:
Joe Clyde Adams
Lisa Balty
Laura Bush
Malcomb Ifoezeh
Garvey Jackson
Patrick Ervin
Phyllis Grandgeorge
Wayne Haglund
Jerry Huffman
Kotosha Jeffery
Laurie King
Gene Lee
James Mize
Kelli Marshall
Gregg Durham
Dr. Joseph Shannon
John Allen Slocomb
Gregg Spivey
Tim Ditoro
Robert Fitzpatrick

Guests:
Maria Kassabaum
Tara Mosley
Bette Russo
Teresa Maryska
Christina Ward
Michelle Kennedy
Jon Bunn

Members Absent
TJ Colwell
Tyane Dietz
Robin Moore
Kathleen Hawkins
Marissa Phillips
Ellen Mills
Sue Wood
Elaine Wade

Board Staff
Marilyn Hartsook
Sarah Milligan
Keith Johnson
Terry Campbell
Angie Laird, Recording Secretary

Equal/Employment Opportunity Programs. Auxiliary Aids/Services for Disabled upon Request.
TX Relay: English 800-735-2989 Spanish 800-662-4954 or 711
Call to Order
James Mize, Chair, called the meeting to order at 2:40 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 November 8, 2016
Lisa Balty made a motion to approve the minutes. Joe Clyde Adams seconded. Motion carried.

Public Comments:
None.

Information Items:
James Mize recognized Malcomb Ifeozeh, Laurie King, and Tim Ditoro as new Board Members and he thanked them for agreeing to serve on the Board. Mr. Mize also briefed on new Committee appointments that were announced by email earlier this month. This allowed for Operations and Business Services to meet for the first time in a year.
Marilyn Hartsook presented the award that the Board won from the Texas Veteran’s Association and mentioned that Angie Laird and Louis Garza traveled to Austin to attend the event and accept the award. Marilyn also stated that the Youth Incentive Award was placed on the sign in table for all to see.

Board Member Comments on Activity in their respective areas
John Allen Slocomb stated that Polk County will get a Discount Tire soon.

Executive Director’s Report
Marilyn presented her report as attached.

Committee Reports
Executive/Finance

Discussion/Acceptance of Financial Reports:
Terry Campbell explained the monthly expenditures as attached. Terry detailed the most current month of the reports which is December. Terry pointed out that Insurance is over but will adjust due to how and when the bill comes in. Terry reported on the savings for the new combined location of the Board and Childcare Services.
The report was accepted by the Board.

Discussion/Possible Action:
Action Item 17-04 Plan for Incentive Funds
Marilyn presented the plan and budget as a motion passed from Executive Committee.
Robert Fitzpatrick seconded. Motion Carried.
Currently tabled by staff.

Action Item 17-06 Strategic and Operational Plan
James Mize stated that the Strategic Plan is on the website and available for review. Mr. Mize stated that the acceptance of the plan comes forth in a motion.
Garvey Jackson seconded the motion. Motion Carried.
Executive Search Committee Update/Ad Hoc Committee Appointment
James Mize reported that an Ad/Hoc committee had been appointed. Lisa Balty will chair the committee along with Wayne Haglund and Tyane Dietz.
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. Kelli did not take part in the discussion.

Officer Elections
James Mize explained that it was time to appoint officers to the committees. The following Officers were put forth for consideration.
James Mize –Chair
Lisa Balty- Vice Chair
John Allen Slocomb- Secretary.

Patrick Ervin declared a Conflict of Interest, he did not participate in the discussion or vote.
This was brought forth as a motion from the committee. Garvey Jackson seconded. Motion Carried.

Action Item 17-05 Monitoring Briefing
Marilyn Hartsook briefed the Board on the monitoring report from TWC. The report is attached in the full Board packet.

Operations Committee

Action Item 17-01 Training Provider Applications
Robert Fitzpatrick stated that the committee opted to deny the applications due to costs and locations.
Kelli Marshall seconded. Motion Carried.

Action Item 17-02 UI Job Search Requirements
This was brought forth from the committee as a motion to accept the recommended five (5) jobs search requirement.
Gregg Durham seconded. Motion Carried.

Action Item 17-03 Child Care Quality Plan
This was a briefing item that the Board had previously asked to be updated on. At this time Childcare Services is developing a plan to spend the remaining funds. Some monies were used to cover costs of TRS items that were promised and purchased but could not get delivered by the December 31, 2016 deadline. Another briefing will be brought to the Board when there is an approved plan.

17-08 Houston County Request for Renewal of Lease
Brought forth as a motion to accept renewal of office lease space in Angelina College for Crockett Workforce Center.
Lisa Balty Seconded. Motion Carried.
Wayne Haglund, Tim Ditoro, and Laura Bush declared a Conflict of Interest, both orally and in writing. They did not participate in the discussion or take place in the vote.
17-09 Procurement of Angelina County Workforce Center
Terry Campbell presented as attached. Terry stated that we would be the first new facility to co-locate with VR/DARS.
This was brought forth as a motion from the committee.
Gene Lee seconded. Motion Carried.

17-10 Procurement of Monitoring Services
Terry explained that this was a motion from the committee to release procurement for monitoring. The monitoring has to periodically be re-procured.
Wayne Haglund seconded. Motion Carried.

Business Services Committee

Action Item 17-05 Target Industries
Marilyn Hartsook was asked to brief the Board. Marilyn briefed as attached. Marilyn stated that Demand occupations meet the self-sufficient rate of $12.00 an hour and has a dedicated training plan.
Brought forth as a motion to approve the list.
Garvey Jackson seconded. Motion Carried.

Information Segment
Betty Russo with the Governor’s Office for Economic Development. Betty presented the different services that were available through the Governor’s office and how to access those services online.

Adjourn:

With no further business, the meeting was adjourned at 3:45

Transcribed by:

Angela Laird Date 4/11/2017

Approved by:

Lisa Baltty Date 4/11/2017

James Mize, Committee Chair

LISA BALTY, COMMITTEE VICE CHAIR