Workforce Solutions Deep East Texas
Executive/Finance Committee Meeting Notice

January 17 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:
Jame Mize
Lisa Baltz
Tyane Dietz
Robert Fitzpatrick
John Allen Slocomb
Garvey Jackson

Members Absent:
Wayne Haglund
Kelli Marshall
Ellen Mills
Sue Wood
Jerry Huffman

Board Staff Present:
Terry Campbell
Angie Laird

Call to Order
James Mize, Chair, called the meeting to order at 1:33p.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
Tyane Dietz made a motion to approve the minutes. John Allen Slocomb 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 one contract would run through 12/31/2016 with the new contract starting 10/31/2016, slightly overlapping each other. 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 Nominating Board Officers**

Lisa Balty reported that the Nominating committee had met by a conference call and would like to put forth nominate James Mize –Chair, Lisa Balty- Vice Chair, and John Allen Slocomb as Secretary.

Tyane Dietz made a motion to take the nominations to the full Board for full vote. Robert Fitzpatrick seconded. Motion passed.

**Personnel Briefing**

Terry Campbell briefly as attached. Terry explained that with the Staff Accountant out on indefinite medical leave the department was restricted. The position of Procurement Assistant was eliminated with Kim Moulder assisting with some of these duties. A second staff account has been hired. Sarah Ayers left employment with the Board on December 15, 2016 and Brandy Shuler from Goodwill was hired. Discussion ensued on rather this was a conflict or an appearance of a conflict of interest, since Brandy was not in a management position, she had no decision making authority it was decided that it was not a conflict.

**Committee Appointments Briefing**

This discussion is on hold until the Board can vote on the Officers.

**Discussion of the Executive Director Search Committee**

Jimmy announced that Marilyn Hartsook had turned in her notice and would like to retire. The members discussed the job description, and how to begin the search.
Lisa Balty will be responsible for receiving resumes through a separate email account. Lisa will update the description with the Committees recommendations and return to Angie Laird for posting. At this time the job will be posted on several job sites and with TAWB. Terry Campbell is to send a salary survey so that a salary range can be determined.

**Adjourn:**

With no further business, the meeting was adjourned at 3:03

Transcribed by:

Angela Laird

Approved by:

James Mize, Committee Chair