I. MEETING CALLED TO ORDER AT 2:32 P.M. BY CHAIRMAN JAMES MIZE AND HE ANNOUNCED THAT A QUORUM WAS PRESENT.

Members Present: Chairman James Mize, Vice-Chair Lisa Balty, Secretary John Allen Slocomb, Robert Fitzpatrick, Wayne Haglund, Tyane Dietz, Phyllis Grandgeorge, Gene Lee, Marisa Phillips, Garvey Jackson, Joe Clyde Adams, Laura Bush, Tim Ditoro, Patrick Ervin, James Gentry, Kotasha Jeffery, John White, and Kari Ellis

Members Absent: Jerry Huffman, Ellen Mills, Elaine Wade, TJ Colwell, Gregg Durham, Malcolm Ifoezeh, Laurie King, Kelli Marshall, Robin Moore, and Dr. Joseph Shannon

Staff Present: Mark Durand, Chelsea Martin, Keith Johnson, Terry Campbell, and Kelly Davis

Visitors: Maria Kassabaum, Donna Weese, LaTreaser Cartwright, Amy David, Tara Mosley, Charlotte Barnes, Paul Dunn, Rhonda McGrath, Teresa Maryska, Michelle Kennedy and Dale Hoy

II. CHAIRMAN JAMES MIZE REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.
Chairman Mize asked that all members sign a conflict of interest declaration, regardless if they have a conflict or not.

III. WELCOME OF GUESTS
Chairman Mize welcomed all guest and thanked them for joining us today.

IV. PUBLIC COMMENTS
None

V. BOARD MEMBER COMMENTS
Board Member Garvey Jackson announced that some payment extensions have been pushed from August 31, 2017 to January 2018 due to Hurricane Harvey.
VI. CONSENT AGENDA
Approval of the August 08, 2017 Minutes.

Motion: Board Member Tyane Dietz made a motion to approve the minutes of the August 08, 2017 Board meeting with correction.

Second: Board Member Joe Clyde Adams

In Favor: All
Opposed: None
Abstained: None
Motion: Carries

VII. EXECUTIVE DIRECTOR’S REPORT
Executive Director Mark Durand discussed the effects of Hurricane Harvey and how the centers are dealing with it. He stated that there will be Disaster Recovery Centers setup for 2 weeks in Livingston at the library, and one day in Newton at the community center. He also informed the Board that there is a $30 million grant now available for dislocated workers due to Hurricane Harvey. Mr. Durand stated that there was a technical assistance visit from TWC for childcare that went well. He stated that the visit was very helpful and informative.

VIII. BRIEFING ITEMS

A. Board Issuance 17-13 Workforce Automated Systems Data Entry
Executive Director Mark Durand discussed the data entry that is required and the deadlines. He stated that Sarah Milligan, Workforce Services Coordinator, and Chelsea Martin, Child Care Contract Manager, were both aware of the changes and what to look for.

B. July Financial Report
Financial Director Terry Campbell explained the financial report for the month of July. She informed the Board that a large part of the expenditures for the month were for Renee Berry, who assisted the Finance Department, and a complete computer refresh for child care which included 15 new PC’s. She also discussed grants that have been expended.

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IX. DISCUSSION AND POSSIBLE ACTION OF OPERATIONS AGENDA

A. Ratification of Action Item 17-21 One Stop Operator

Executive Director Mark Durand explained that due to a violation of the Open Meetings Act, Action Item 17-21 that was voted on in the July meeting was void and had to be ratified. He stated that the Board has received the same information as in the previous meeting. He went over the evaluator’s scores, each proposals strengths and weaknesses, and the lead reviewers recommendation. Board Member James Gentry expressed concern for the 30 day lapse in health insurance coverage for current employees.

Motion: Board Member Wayne Haglund made a motion to accept the recommendation of the reviewers.
Second: Board Member Gene Lee
In Favor: All
Opposed: None
Abstained: Patrick Ervin
Motion: Carries

B. Action Item 17-33 Training Provider Initial Applications

Motion: Operations Committee made a motion to not approve the training provider application.
Second: Vice-Chair Lisa Balty
In Favor: All
Opposed: None
Abstained: None
Motion: Carries

C. Action Item 17-34 WIOA Policy Update

Motion: Operations Committee made a motion to approve the WIOA Policy Update.
Second: Board Member Patrick Ervin
In Favor: All
Opposed: None
Abstained: None
Motion: Carries
D. Action Item 17-35 Contingency Plan
Executive Director Mark Durand explained that the contingency plan was required by TWC. This policy will help with continuity of business for the workforce centers as well as child care.

Motion: Operations Committee made a motion to approve the Contingency Plan.
Second: Board Member Gene Lee
In Favor: All
Opposed: None
Abstained: None
Motion: Carries

X. DISCUSSION AND POSSIBLE ACTION OF EXECUTIVE/FINANCE AGENDA

A. Action Item 17-36 One Stop Operator Budget
Financial Director Terry Campbell presented the operations budget for Dynamic Solutions. She explained that the insurance has been negotiated to allow immediate enrollment of current employees with no lapse of coverage. Board Member Garvey Jackson asked about the current employees. Terry explained that the current employees will keep tenure.

Motion: Tyane Dietz made a motion to approve the One Stop Operator Budget.
Second: Board Member Joe Clyde Adams
In Favor: All
Opposed: None
Abstained: None
Motion: Carries

B. Action Item 17-37 Fiscal Year 2018 Annual Budget
Financial Director Terry Campbell explained the narratives for budgeted items. Board Member Tyane Dietz stated that she would like to see more money allotted for legal fees.

Motion: Board Member Wayne Haglund made a motion to approve the Fiscal Year 2018 Annual Budget
Second: Board Member Robert Fitzpatrick
In Favor: All
Opposed: None
Abstained: None
Motion: Carries
C. Action Item 17-38 Personnel Policy Update

Executive Director Mark Durand explained that the new policy would change the pay dates for employees from semi-monthly to bi-weekly.

Motion: Executive/Finance Committee made a motion to approve the Personnel Policy Update.

Second: Board Member Gene Lee

In Favor: All

Opposed: None

Abstained: None

Motion: Carries

XI. PRESIDING OFFICER TO ADJOURN THE WORKFORCE DEVELOPMENT BOARD MEETING.

Chairman James Mize adjourned the meeting at 3:36 p.m.

Duly passed and approved on this 14th day of November, 2017.

James Mize, Chairman

Attest:

Kelly Davis, Executive Coordinator