I. MEETING CALLED TO ORDER AT 1:46 P.M. BY CHAIRMAN JAMES MIZE. HE ANNOUNCED THAT A QUORUM WAS PRESENT.


Members Absent: Garvey Jackson and Ellen Mills

Staff Present: Mark Durand, Kelly Davis, Chelsea Martin, and Debbie Butler

Visitors: Paul Dunn

II. CHAIRMAN JAMES MIZE REMINDED THE COMMITTEE 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. PUBLIC COMMENTS

None

IV. CONSENT AGENDA

Approval of the September 12, 2017 Minutes

Vice-Chair Lisa Balty stated that the minutes did not reflect where she had asked that the monthly financial reports include more detail with numbers for line items mentioned in the narratives.

Motion: Committee Member John White made a motion to approve the minutes of the September 12, 2017 Executive Finance Committee meeting with the correction.

Second: Committee Member Tyane Dietz

In Favor: All

Opposed: None

Abstained: None

Motion: Carries

V. INTRODUCTION AND COMMENTS OF LEGAL SERVICES

Ms. Elizabeth DeRieux of Capshaw and DeRieux introduced herself and offered her time and services to all board members. She stated that her office was located in Gladewater, TX. Vice-Chair Lisa Balty asked Ms. DeRieux about her background and area of expertise. Ms. DeRieux explained that she has a broad federal practice including commercial litigation, intellectual property, antitrust and employment discrimination, as well as representing several local governmental entities in a wide variety of non-litigation matters.
VI. DISCUSSION AND POSSIBLE ACTION

A. Action Item 17-41 Auditor’s Contract

Executive Director Mark Durand explained that TWC requires the Board to audit their own financials every year. Chairman Mize asked if it was a budgeted item and was told that it has been budgeted for.

Motion: Committee Member Kelli Marshall made a motion to approve the Auditor’s Contract.
Second: Vice-Chair Lisa Balty
In Favor: All
Opposed: None
Abstained: None
Motion: Carries

B. Action Item 17-42 Amend Plan for Incentive Funds

Executive Director Mark Durand explained that the incentive funds have very specific guidelines, including everything ordered has to be delivered before December 31st. He informed the Board that the new budget would allow for more technology for the programs and could be delivered by the deadline. Wayne Haglund asked for a report of funds spent.

Motion: Vice-Chair Lisa Balty made a motion to approve the Amended Plan for Incentive Funds.
Second: Committee Member Tyane Dietz
In Favor: All
Opposed: None
Abstained: None
Motion: Carries

C. Action Item 17-43 Financial Verification

Executive Director Mark Durand explained that checks written by the Board require two ink signatures for any amount over $1,800.00. He is asking to add Wayne Haglund and Gene Lee to the signature cards. They are both convenient to our location, and have agreed to take on the responsibility.

Motion: Committee Member Jerry Huffman made a motion to approve the Financial Verification.
Second: Committee Member Robert Fitzpatrick
In Favor: All
Opposed: None
Abstained: None
Motion: Carries
VII. REPORTS
Financial Reports for August & September
Executive Director Mark Durand discussed the financial reports for August and September. Vice-Chair Lisa Balty asked for specific detail for certain line items. The committee asked for numbers to be included in the narratives.

VIII. BRIEFING ITEMS
A. TWC Monitoring Reports
Executive Director, Mark Durand, discussed TWC monitoring reports performed in June 2017. Monitors cited areas of Child Care follow-up for Income Exception report and procurement of leases for Workforce Centers. Response has been submitted to TWC responding to report. TWC will review responses and submit final audit resolution.

B. Personnel Update
Executive Director Mark Durand explained the changes and updates with personnel. He stated that Finance Director Terry Campbell had resigned effective November 10, 2017. Renee Barry will fill in as the Interim Finance Director until the position is filled. He informed the Board that he had already conducted three interviews but had one of those applicants withdrawing. The job is posted on WorkInTexas.com and Indeed. Mark explained that he has also interviewed for a Program Director and hopes to have that position filled soon.

IX. NOMINATING COMMITTEE
Chairman Mize formed a nominating committee for new officer positions. He appointed Tyane Dietz as Chair of the nominating committee, along with Robert Fitzpatrick, Phyllis Grandgeorge, Robin Moore, Kotasha Jeffery, Tim Ditoro, and Marissa Phillips.

X. ANY OTHER ACTION ITEMS REQUIRING ATTENTION DUE TO ANOTHER COMMITTEE NOT MAKING QUORUM.
None

XI. PRESIDING OFFICER TO ADJOURN THE EXECUTIVE FINANCE COMMITTEE MEETING.
Chairman James Mize adjourned the meeting at 2:31 p.m.
Duly passed and approved on this 44th day of January, 2018.

John Allen Slocomb, Secretary

Attest:

Kelly Davis, Executive Coordinator

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