I. CHAIR LISA BALTY CALLED THE MEETING TO ORDER AT 3:08 P.M.

Chair Lisa Balty announced a quorum with 20 of 29 members present


Members Absent: TJ Colwell, Tyane Dietz, Gregg Durham, Jerry Huffman, Quincy Martindale, Robin Moore, Charlotte Morris Carter, Dr. Joseph Shannon, and Elaine Wade

Board Staff Present: Mark Durand Kim Moulder, Melissa Oaks, Tara Mosley, Aubrey Jones and Joshua Laskoskie

Visitors: Michael Smith, Rhonda McGrath, Paul Dunn, Esther Campbell, Michelle Kennedy, Teresa Maryska and Donna Weese

CHAIR LISA BALTY REMINDED THE COMMITTEE MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

Chair Lisa Balty asked that all members sign a conflict of interest declaration, regardless if they have a conflict or not.

Welcome of Guest

Chair Lisa Balty recognized new Board member Eddie Hopkins. She also recognized new Board staff Tara Mosley and Aubrey Jones.

II. ACTION ITEM: RATIFICATION OF APPROVAL OF MINUTES – FEBRUARY 13, 2018

- Motion: John Allen Slocomb made motion to approve minutes as written
- Second: Ellen Mills
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes
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III. PUBLIC COMMENTS:

No Public Comments

IV. INFORMATION ITEMS

Review of April 10, 2018, meeting. Executive Director, Mark Durand, explained to the Board that due to the resignation of a private sector Board member prior to the April meeting the Board membership was out of compliance. Any action items voted in the April meeting would require ratification.

V. Board Member Comments on Activity in their Respective Areas

- Eddie Hopkins – Jasper Economic Development Corporation hosted an Open House at the new Welcome Center in Jasper.
- James Gentry – Crockett voters did not pass petition to increase tax rates. Group of physicians discussing the acquisition and working with community leaders on the possibility of reopening the hospital. Crockett EDC hosting a serious of three (3) workshops for Economic Development.
- Lisa Balty – Nacogdoches ISD appointed Dr. Alton Frailey as Interim Superintendent. At a recent Huddle meeting Dr. Frailey presented his vision and goal for Nacogdoches ISD; which consist of community partnerships and improving the education systems for the students.
- Tim Ditoro - Angelina College will be hosting a Bulldozer camp (construction career introduction) this year. The camp will feature Simulator, bulldozer and excavator and a maintainer. The camp will be for ages 11-18 and the cost will be $20.00 per student.

VI. Executive Report

See attachment

VII. Committee Reports

A. Operations Committee

1. Committee Activity – None
2. Discussion/Possible Action
   a. Action Item 18-04 - Ratification of Complaints Policy

   - Motion: Recommendation from Operations Committee
   - Second: James Gentry
   - In Favor: All
   - Oppose: None
   - Abstain: None
   - Motion: Passes
b. Action Item 18-06 – Ratification of Training Provider Applications

- Motion: Recommendation from Operations Committee
- Second: Joe Clyde Adams
- In Favor: All
- Oppose: None
- Abstain: Tim Ditoro and Laura Bush
- Motion: Passes

Tim Ditoro and Laura Bush declared and signed a conflict of interest

c. Action Item 18-07 - Ratification of Work Experience and Work Activity Policy Update

- Motion: Recommendation from Operations Committee
- Second: Marisa Phillips
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

d. Action Item 18-11 – Training Provider Applications

- Motion: Recommendation from Operations Committee
- Second: Ellen Mills
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

B. Business Services Committee Reports

1. Committee Activity – None
2. Discussion/Possible Action
   a. Action Item 18-08 Ratification of High Demand Occupation Grant

- Motion: Recommendation from Business Services Committee
- Second: John Allen Slocumb
- In Favor: All
- Oppose: None
- Abstain: Tim Ditoro, Laura Bush and Wayne Haglund
- Motion: Passes

Tim Ditoro, Laura Bush and Wayne Haglund declared and signed a conflict of interest
b. **Action Item 18-12 – Nomination for the 2018 Texas Workforce Awards**

The Business Services Committee after discussion and receiving supporting documentation recommends the Board staff submit nominations for the following Texas Workforce Commission Annual Awards:

- Large Employer – Pilgrim’s Pride
- Small Employer – Endura Products
- Veteran Friendly Employer – Viper Security
- Local Employer of Excellence – Corrigan OSB (Roy O Martin)
- Youth Inspiration and Career Awareness – Workforce Solutions Deep East
  Texas and Dynamic Workforce Solutions Rural Service Strategy
- Texas Rising Star Child Care Award – WSDET and Goodwill
- Industries

- Motion: Recommendation from Business Services Committee
- Second: Wayne Haglund
- In Favor: All
- Oppose: None
- Abstain: Kotasha Jeffery and Gene Lee
- Motion: Passes

Kotasha Jeffery and Gene Lee declared and signed a conflict of interest

C. **Executive/Finance Committee**

1. **Committee Activity – None**

2. **Discussion/Acceptance of Financial Reports**

a. **Ratification of Financial Reports for January 2018**

- Recommendation from Executive/Finance Committee
- Second: Joe Clyde Adams
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes
b. Ratification of Financial Reports for February 2018

- Recommendation from Executive/Finance Committee
- Second: Garvey Jackson
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

c. Financial Reports for March 2018

Mark Durand presented the Financial Reports for March 2018 and discussed the 3 new grants Summer Earn & Learn, Student HireAbility Navigator and VR Paid Work Experience. Property Expense paid in March reflected in Gen Admin. Benchmark target remaining 50%.

- Recommendation from Executive/Finance Committee
- Second: Ellen Mills
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

3. Discussion/Possible Action

a. Action Item 18-09 - Ratification of Angelina Co. WFC Lease Extension

Approval to extend lease 60 days with 30-day option to provide Board and Lessor time to complete remodel drawings to accommodate Voc Rehab and TWC time to approve cost of remodel. No increase in cost to Board during extension.

- Motion: Recommendation from Executive/Finance Committee
- Second: Kelli Marshall
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

b. Action Item 18-10 - Ratification of IT Security Policy

Requested approval to change Board IT policy addressing Imaging Devices. Change will allow Board staff to provide imaging devices for specific uses by customers accessing Workforce and Child Care services.
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- Motion: Recommendation from Executive/Finance Committee
- Second: Laurie King
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

c. Action Item 18-13 - Annual Audit
Richard Rudel with Alexander Lankford and Hiers, Inc. distributed copies of the Annual Audit. He noted there were no issues or findings. Report reflected unmodified; which is noted as the highest rating given to the organization

- Motion: Recommendation from Executive/Finance Committee to accept Audit
- Second: Garvey Jackson
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

d. Action Item 18-14 - Angelina County Workforce Center Lease Renewal
Board approved five-year lease with AWC Family Partnership at the amount of .78 per square foot for 11,500 sq. ft. for a monthly rent cost of $8,970.00. 8.3% increase from previous lease, but with the addition of 16 Voc Rehab staff rent will be cost allocated at Workforce 54.29% and Voc Rehab 45.71% per month. The rental rate of .78 is below fair market rental rates of $1.00 per square foot for Angelina County.

- Motion: Recommendation from the Executive/Finance Committee
- Second: Ellen Mills
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

e. Action Item 18-15 – Budget Amendment
Recommendation to increase expenses in Gen Admin by $6,000 due to recruitment of vacant positions $5,000 and $1,000 for the new website. Increased professional fees $67,000 due to $65,000 consultant for interim finance director and legal fees of $2,000. Salaries and benefits decreased $44,243 partially offsets the interim finance director cost. Travel related increase of $5,000 to cover Student HireAbility Navigator position. The VR remodel cost of $248,698 for facilities improvement for VR staff from TWC. Contracted services $1,417,196 due to additional funding from TWC for Summer Earn and Learn (SEAL), Reemployment Services and Eligibility Assessment (RESEA) Paid Work Experience and Disaster Recovery grants.
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- Motion: Recommendation from the Executive/Finance Committee  
- Second: Joe Clyde Adams  
- In Favor: All  
- Oppose: None  
- Abstain: None  
- Motion: Passes


Session Closed at 4:08 P.M

- Motion: Recommendation from the Executive/Finance Committee  
- Second: Wayne Haglund  
- In Favor: All  
- Oppose: None  
- Abstain: None  
- Motion: Passes

Open Session Action, if any, as a result of Closed Session
Session reconvened at 4:50 P.M

- Motion to Reconvene

- Motion: Gene Lee  
- Second: John Allen Slocumb  
- In Favor: All  
- Oppose: None  
- Abstain: None  
- Motion: Passes

g. Open Session Action, if any, as a result of Closed Session
The Board recommended five (5) performance goals for the upcoming year for the Executive Director. Salary increase to $98,000 annually for Executive Director also discussed.

Motion: To approve performance goals and increase salary to $98,000 annually as set forth by the Board for the Executive Director.
- Motion: Wayne Haglund  
- Second: Malcolm Ifoezeh  
- In Favor: All  
- Oppose: None  
- Abstain: None  
- Motion: Passes
Adjourned at 4:55 pm by Lisa Balty

Duly passed and approved on this 14th day of August, 2018.

Lisa Balty Chair

Melissa Oaks, Account Payable Clerk

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