I. CHAIR LISA BALTY CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:45 P.M. AND ANNOUNCED THAT A QUORUM WAS PRESENT.


Members Absent: Robin Moore and Jerry Huffman

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

Visitors: Michelle Kennedy, Paul Dunn, Rhonda McGrath 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.

II. Action Item: Ratification of Approval of Minutes – January 9, 2018

- Motion: Tyane Dietz made motion to approve minutes as written
- Second: Robert Fitzpatrick
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

III. PUBLIC COMMENTS

- None
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IV. INFORMATION ITEMS
Review of April 10, 2018 meeting. Executive Director, Mark Durand, explained to
the Committee that due to 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. DISCUSSION AND 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: Ellen Mills
- Second: John Allen Slocomb
- 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.

- Motion: Kelli Marshall
- Second: Tyane Dietz
- 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.
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- Motion: Garvey Jackson
- Second: Wayne Haglund
- 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: Wayne Haglund
- Second: Gene Lee
- 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 new website. Increase
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 Voc.Rehab. Staff from TWC.
Contracted services $1,417,196 due to additional funding from TWC for
Summer Earn and Learn, Reemployment Services and Eligibility Assessment,
Paid Work Experience and Disaster Recovery grants.

- Motion: Ellen Mills
- Second: Gene Lee
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes
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F. Possible Closed Session Pursuant to Government Code 551.074 (a)(1)
Discussion Regarding Employment Issues of a Confidential
Nature Relevant to Executive Director Position

Closed Session @ 2:25 PM
- Closed session to discuss employment of Executive Director

- Motion: Tyane Dietz
- Second: Wayne Haglund
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

Session Reconvened @ 3:02 PM
- Motion to reconvene

- Motion: Garvey Jackson
- Second: Gene Lee
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

No action taken after Closed Session

VI. Discussion and Acceptance of Financial Reports

- Motion: Tyane Dietz
- Second: Ellen Mills
- In Favor: All
- Oppose: None
- Abstain: None
- Motions: Passes
B. Ratification of Financial Reports for February 2018

- Motion: Kelli Marshall
- Second: Garvey Jackson
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

C. Financial Reports for March 2018

Mark Durand went over the Financial Report for March 2018 and discussed the 3 new grants Summer Earn & Learn, Student HireAbility Navigator and Vocational Rehabilitation Paid Work Experience. Property expense paid in March reflected in Gen Admin. Benchmark remaining 50%.

- Motion: Kelli Marshall
- Second: John Allen Slocomb
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

ADJOURN THE EXECUTIVE FINANCE COMMITTEE MEETING.
ADJOURNED AT 3:04 P.M. BY LISA BALTY

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

Attest
Lisa Balty, Chair

Melissa Oaks, Account Payable Clerk