I. CHAIR LISA BALTY CALLED THE EXECUTIVE/FINANCE COMMITTEE MEETING TO ORDER AT 1:47 P.M. AND ANNOUNCED THAT A QUORUM WAS PRESENT.

Members Present: Lisa Balt, Tyane Dietz, Robert Fitzpatrick, Gene Lee, Wayne Haglund, and John Allen Slocomb

Members Absent: Jerry Huffman, Garvey Jackson, Kelli Marshall, Ellen Mills, and Robin Moore

Staff Present: Mark Durand, Tara Mosley, Renee Barry, and Laura Purvis

Visitors: LaTreaser Cartwright, Donna Weese, Paul Dunn, Billy Reddick, and Michelle Kennedy

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

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

WELCOME OF GUESTS:

Lisa Balt asked Mark Durand to introduce the visitors. Mark introduced Billy Reddick, Project Director, for Dynamic Workforce Solutions and the other staff from Dynamic WFS and Goodwill Industries that were in attendance.

II. Discussion /Action Approval of Minutes – August 14, 2018

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

III. PUBLIC COMMENTS:

- None

IV. INFORMATION ITEMS:

- None
V. DISCUSSION AND POSSIBLE ACTION

a. Action Item 18-25 - EO Policy Update - Tara Mosley presented the Equal Opportunity (EO) Policy Update. TWC changed the EO rules and distributed new CFR regs providing guidance on discrimination prohibitions based on national origin. Boards will now be required to include a "Babel Notice" on all vital information communications to customers. Tara explained current state guidance is that this communication needs to be provided in a language spoken by over 5% of the Board’s population, which for the Deep East Texas Board, is Spanish.

- Motion: Robert Fitzpatrick made a motion to approve EO policy to reflect new rule
- Second: Wayne Haglund
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

b. Action Item 18-26- Training Provider Applications – Tara Mosley presented three (3) training programs by two (2) different training providers for consideration of approval. Brightwood College programs included Medical Assistant and Medical Office Assistant. Tyane Dietz asked: are there any other providers that offer the same or similar courses? Tara Mosley explained that both Angelina and Panola College offer the Medical Office Assistant Associate Degree. The tuition for the Associate degree at Panola is $7,900 compared to $15,896 at Brightwood College. The Medical Office Assistant tuition at Angelina College is $3,200 compared to Brightwood College’s tuition cost of $17,250. Wayne Haglund asked: are there were any training providers that offer the Six Sigma training? Tara Mosley responded, that there are no other training providers that offer the Six Sigma training in the Deep East Texas region.

- Motion: Lisa Balty, made a motion to approve Texas A&M University (Corpus Christi) Six Sigma Black Belt program
- Second: Wayne Haglund
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes

c. Action Item 18-27- FY’19 Annual Budget - Renee Barry presented the committee with a comparison worksheet of the 2017-2018 annual budget and the proposed 2018-2019 annual budget. Mark informed the committee that staff performance appraisals had been completed. Staff received annual salary increases ranging from 0-3% based on the evaluation. During the evaluation Mark and the employee developed and agreed upon three (3) to five (5) goals for the upcoming fiscal year. Copy of the budget narrative attached with detailed explanation of each line item.

- Motion: Wayne Haglund made a motion to accept FY’19 Budget
- Second: John Allen Slocomb
- In Favor: All
- Oppose: None
- Abstain: None
- Motion: Passes
d. Open Session Action, if any, as a result of Closed Session

- None

VI. Discussion and Acceptance of Financial Reports

a. Financial Reports for July 2018

Renee Barry provided the committee details of the statement of financial position. She explained the unrestricted net assets is due to the Student HireAbility Navigator grant. She explained that there are no outstanding concerns in the budget vs actual or the grant report.

VII. Adjourn

Chair Lisa Balty, adjourned the meeting at 2:33 p.m.

Duly passed and approved on this 13th day of November, 2018.

Attest

Lisa Balty, Chair

Laura Purvis, Admin Assistant