I. BOARD CHAIR, LISA BALTY, CALLED THE MEETING TO ORDER AT 2:36 P.M. AND ANNOUNCED THAT A QUORUM WAS PRESENT. SHE REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION, AND ALSO WELCED ALL GUESTS. MS. BALTY ALSO ACKNOWLEDGED THE PRESENCE OF THE WORKFORCE BOARD CEO, MAYOR BOB BROWN.


Members Absent: Garvey Jackson, Elaine Wade, Wayne Haglund, Laura Bush, Jerry Huffman, Kelli Marshall, Robin Moore, Gregg Durham, and Dr. Joseph Shannon

Staff Present: Mark Durand, Kelly Davis, Katherine Crocker, and Ron Risenhoover

Visitors: Donna Weese, Tara Mosley, Rhonda McGrath, Michelle Kennedy, Theresa Maryska, Angie Williams, Abby Todd, and Mayor Bob Brown

II. ACTION ITEM
Approval of the January 09, 2018 Minutes.

Motion: Board Member Ellen Mills made a motion to approve the minutes of the January 09, 2018 Board meeting.
Second: Board Member Tyane Dietz
In Favor: All
Opposed: None
Abstained: None
Motion: Carries

III. PUBLIC COMMENTS
None

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IV. INFORMATION ITEMS
A. Board Reappointments

Board Chair Lisa Balty announced the following Board members have been approved for reappointment of a three (3) year term by the Texas Workforce Commission; whose terms will expire December 31, 2020.

- TJ Colwell
- Tyane Dietz
- Robert Fitzpatrick
- Wayne Haglund
- Malcolm Ifoezeh
- Ellen Mills
- Robin Moore
- Elaine Wade
- John White

V. BOARD MEMBER COMMENTS

Board Chair Lisa Balty announced that there is a new restaurant opening in Nacogdoches. She also reported that the Fredonia Hotel has opened the Republic Steakhouse inside their establishment. Board Member Ellen Mills announced that Sonic will be opening in Hemphill soon. She also reported that Hemphill ISD sponsored an event for the 15th Anniversary of the Columbia Space Shuttle. They had members of NASA present with robotics competitions. They plan to make this an annual event and extend invitations to other school districts. Board Member TJ Colwell announced that Lockheed Martin is expanding. They will be growing their workforce by 40 to 60 employees. Board Member Malcolm Ifoezeh announced that TWC’s VR Department has four positions available for counselors. Board Member James Gentry announced that Houston County is in negotiations with a group from Austin, Texas to re-open the hospital in Crockett. He also reported that an Urgent Care facility will be opening in March. Executive Director Mark Durand announced on behalf of Tyler County that they broke ground last week for an Urgent Care facility in Woodville, Texas.

VI. EXECUTIVE DIRECTOR’S REPORT

Executive Director Mark Durand informed the Board that a Memorandum of Understanding and Infrastructure Agreements has been established with Angelina College and Experience Works per WD Letter 01-17, Change 1. He reported performance measures for Dynamic Workforce Solutions (DWFS) is YTD 89%. Currently they are not meeting CHOICES Full Work Rate and Employed and Enrolled Q2 Post-Exit. Board staff has met with DWFS admin team to develop an action plan for both of these measures. Goodwill Industries has 1534 children enrolled into childcare services; which is 96% of the target goal of 1595. Enrollment is currently open. Mark explained to the Board that he is working with Angelina College and Lufkin Economic Development Corporation on a high demand occupation grant for a heavy equipment operator program. He is also coordinating with Texas Forest Country Partnership to assist in economic development for the twelve-county region.

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He also reported that the Deep East Texas Council of Governments Area Agency on Aging has been awarded a grant to work with Western Transportation Institute at Montana State University to put together a pilot program for Sabine, San Augustine, Newton, Jasper and Tyler Counties. There was a kickoff meeting held to identify partners and to meet with County Judges in the counties to discuss barriers and needs of these rural counties. Update on the Flood and Hurricane Harvey disaster grants. Forty-seven (47) temporary employees have been placed in subsidized employment positions with funds from the Hurricane Harvey grant and six (6) temp workers are still employed through the 2016 Flood grant. DWFS is still in the process of placing affected individuals in subsidized employment and training programs. Mark announced staff training as follows: Procurement – Ron Risenhoover, TAWB – Mark Durand, Lisa Balty, and Tyane Dietz; TWC Round Table Discussion Mark Durand and Lisa Balty; Child Care Network – Chelsea Martin; Finance Director Meeting – Katherine Crocker; Human Resources – Kelly Davis; Texas Business Conference – Kelly Davis. He also announced auditor dates for the Board Office as follows: TWC Technical Assistance for Trade – Feb 14 - 16 and Auditors, Alexander, Lankford, & Hiers, Inc., - Feb. 19 - 23.

VII. FINANCIAL REPORTS FOR DECEMBER 2017
Finance Director Katherine Crocker explained the Statement of Financial Position, covering the assets and liabilities. She reviewed the Budget vs. Actual report line by line and explained any large purchases. She also reviewed the Grant Report and informed the Board Members which grants were still being utilized and which grants are now closed.

VIII. ACTION ITEM
A. Action Item 18-03 Procurement of Angelina County Workforce Center
Executive Director Mark Durand read Action Item 18-03 and explained the cost analysis that was completed. Realtor Angie Williams explained the process by which she located available properties and then pursued or dismissed based on requirements needed for property. The properties that were considered were:

- 211 E. Shepherd Lufkin, TX – not enough square footage
- 209 Christie St. Lufkin, TX – separate, non-contiguous offices, not enough parking
- 415 S. First St. Lufkin, TX (Republic Building) – good option
- 210 – 212 N. John Redditt Dr. Lufkin, TX – existing location is a good option
- South Medford Plaza – space cannot accommodate under one contiguous roof
- 2704 S. Medford Lufkin, TX – not enough space available at this time
- 4100 S. Medford Lufkin, TX – non-contiguous space
Ms. Williams explained that her initial two recommendations were 415 S. First St and 210 – 212 N. John Reddit. After completing further analysis, Ms. Williams discovered that 415 S. First St. would not have adequate parking. Therefore, her final recommendation is the existing location, 210 – 212 N. John Reddit. She also explained that the landlords of the existing location, AWC Family Partnership, are asking for a letter of intent in order to discuss hard numbers for lease renewal and remodel costs. Board Member Gene Lee asked, for clarification reasons, "There were no hard numbers received from Republic Building?" (also referenced as 415 S. First St.) Ms. Williams said, "No." He then asked if the existing location is the only option and Ms. Williams stated that, "Yes, it is. " Board Member Tyane Dietz stated that it seemed that the Board staff had done their due diligence.

Motion: Board Member Tyane Dietz made a motion to authorize Board staff to negotiate a 5 year lease with AWC Family Partnership at the existing location.

Second: Board Member Gene Lee
In Favor: All
Opposed: None
Abstained: None
Motion: Carries

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

Board Chair Lisa Balty adjourned the meeting at 3:49 p.m.

Duly passed and approved on this 22 day of May, 2018.

Lisa Balty, Chair

Attest:

Mark Durand Executive Director

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