

WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA

Place: Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant, Texas
Date: January 23, 2019
Time: 9:30 AM

1. Call To Order
2. Determination of a Quorum
3. Declaration of Conflict of Interest
4. Reminder of Texas Government Code Chapter 551 regarding open meetings that if a member of the public or of the Board inquires about a subject that is not on the agenda, and for which notice has not been given as required, any discussion of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting.
5. Discussion, consideration and possible action regarding approval of the September 26, 2018 Executive Committee minutes.*
6. Discussion and action regarding new board member committee assignments.
7. Report and update by the Executive Director and/or staff regarding administrative matters, including internal policies and procedures, customer service issues, status of project assignments, organizational matters, and responsibilities of the Board's departments.
 - TWC Annual Conference
 - TAWB Meeting February 11-12, 2019
 - Austin Legislative Days February 26-28, 2019
 - FY2018 Annual Report
8. Announcements
9. Adjourn

In accordance with the Americans with Disabilities Act, we invite all attendees to advise us of any special accommodations due to disability. The meeting place is accessible to persons with disabilities. If assistance is needed to participate, please call the office of the Workforce Solutions Northeast Texas (903) 794-9490. Please submit your request as far as possible in advance of the meeting you wish to attend. NOTE: Between regularly scheduled meetings of the Workforce Solutions Northeast Texas Board the Executive Committee may discuss, deliberate, and take all appropriate action on behalf of the Board regarding any matter listed on this Agenda. The Executive Committee may discuss any of the following in closed executive session and have action taken in an open meeting; personnel matters relating to officers and/or employees of the Board, certain consultations with an attorney, discussions about the value or transfer of real property, discussions about security personnel or devices, discussions about prospective gifts or donations, discussion of certain economic development matters.

Workforce Solutions Northeast Texas
Executive Committee Minutes

September 26, 2018
North East Texas Credit Union
105 West 18th Street
Mount Pleasant, Texas
10:00 AM

Item 1. Call to order

Ms. Jennifer Harland, Workforce Solutions Northeast Texas Board Chair, brought the Executive Committee meeting to order at 10:05 a.m.

Item 2. Determination of quorum

A quorum was determined to be present.

Item 3. Declaration of conflict of interests

None.

Item 4. Reminder of Texas Government Code Chapter 551 regarding open meetings that if a member of the public or of the Board inquires about a subject that is not on the agenda, and for which notice has not been given as required, any discussion of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting.

Ms. Harland reminded the Executive Committee members that discussion of items other than those listed on the agenda is not allowed and a proposal can be made to place the subject on the agenda for a future meeting.

Item 5. Approval of the Executive Committee Minutes of August 22, 2018

Mr. Scott Brown made the motion to approve the August 22, 2018 Executive Committee minutes. Ms. Mary Dwight seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Recess into closed executive session to discuss performance awards to Board employees as provided for in the Open Meetings Act, Section 551.074 – Personnel Matters.

Ms. Harland recessed the Executive Committee into closed executive session at 10:06 a.m.

Item 7. Reconvene open meetings to discuss and take action, if any, on items presented in closed executive session.

Ms. Harland reconvened the Executive Committee meeting at 10:46 a.m.

Mr. Brown made a motion to accept the Executive Director's recommended performance award amounts for Board employees and a 3% performance award for the Executive Director. Ms. Harland seconded the motion. All were in favor. None opposed. Motion carried.

Mr. Reed thanked the Executive Committee on behalf of all board staff.

Workforce Solutions Northeast Texas

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Item 8. Report and update by the Executive Director and/or staff regarding administrative matters, including internal policies and procedures, customer service issues, status of project assignments, organizational matters, and responsibilities of the Board's departments.

Mr. Reed reported on the following items:

- VR co-location update

The Sulphur Springs and Paris Workforce Centers have been consolidated with the Vocational Rehabilitation (VR) employees. Construction has begun at the Greater Texarkana Workforce Center. Based on the contract, renovations to accommodate 20 VR staff should be complete by January 2019. There are no plans to co-locate VR staff in the Mount Pleasant Workforce Center.

- Contract agreement with Principle Concepts, LLC

The contract negotiations were successful and the contract has been signed. The local performance (how the Contractor is measured) has been negotiated. Those include: Adult Entered Employment, Dislocated Worker Entered Employment, Choices Full Work Rate, Credential Attainment, Skills Gains for Youth, and Number of Employers Receiving Workforce Assistance. These measures are from the Texas Workforce Commission monthly performance report. The difference is the local measures are in real time.

Targets were set for Wages on Outcome when ITA scholarships are issued for both adult and dislocated workers. Those exiting the program (adult and dislocated workers) should be paid at least \$17.50 per hour. For out-of-school youth, the target was set at \$9.75 per hour. Goals were set for new Texas Rising Star (TRS) Providers at 4, providing 1200 staff training sessions to daycare provider staff, and hosting 3 training events per month. Lastly, there is a goal to be number 1 in rank in at least two or more categories for the TWC Incentive award status.

- Tri-Agency Education to Workforce Summit

This summit will be held in Austin and is being established by the Texas Education Agency (TEA). Initially, TEA did not coordinate with TWC because this event will be held on November 8th, the day of the statewide Red, White, and You! Hiring Fair. Ms. Sandra Shingleur, Project Manager, will attend on Northeast's behalf, Region VIII Education Service Center will send a participant, Mr. Paul Norton, Superintendent for Texarkana Independent School District is unable to attend and will send a representative. This group intends to cover the following: key elements of college and career pathways and resources available to support development, emerging and effective practices for launching cross-sector partnerships that support developing, implementing and scaling pathways, work with regional teams to develop strategies to design and implement college and career pathways, and develop and refine a clear mission for immediate and long-term next steps for pathway development. The objectives are to provide guidance to secondary and post-secondary education, industry, and workforce leaders regarding state and regional labor market and higher education projections.

Item 9. Announcements

Ms. April Corbit, Board Relations Coordinator announced the Annual Celebration will be held on October 24th at 11:30 a.m. Invitations to this event have been sent. Special thanks to our sponsors: Campbell's, AEP SWEPCO, Huhtamaki, Sulphur Springs/Hopkins County EDC, and Saputo.

The following are the award recipients:

Large Employer of the Year – Graphics Packaging

Small Employer of the Year – PCI Manufacturing Solutions

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Local Employer of Excellence – RPM Staffing

Veteran Friendly Employer of the Year – Southern Refrigerated Transport

Board Member of the Year

4 TRS Providers

Outgoing Board Members

Jobseekers/Clients

Meeting with the Chief Elected Officials (CEOs) Thursday, September 27th in Daingerfield.

Item 10. Adjourn

Ms. Harland adjourned the Executive Committee meeting at 11:01 a.m.

Executive Committee Members Present

Jennifer Harland/Board Chair

Anthony Pinkham/Board Vice Chair

Keitha Nilsson/Treasurer

Scott Brown

Mary Dwight

Dr. Kevin Rose

Board Staff Present

Randy Reed/Executive Director

April Corbit/Board Relations Coordinator