

WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA

Place: Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant, Texas
Date: January 24, 2018
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 October 25, 2017 Executive Committee minutes.*
6. Discussion and action regarding new board member assignment to the External Affairs Committees.
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
 - FY2017 Annual Report
 - Roundtable Discussion with TWC Commissioners on February 13, 2018
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

October 25, 2017
Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant
9:30 AM

Item 1. Call to order

Mr. Roger Feagley, Workforce Solutions Northeast Texas Board Secretary, brought the Executive Committee meeting to order at 9:30 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.

Mr. Feagley 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 September 27, 2017

Mr. Scott Brown made the motion to approve the September 27, 2017 Executive Committee minutes. Ms. Keitha Nilsson seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion and action regarding assignment of Chair positions for the Internal and External Affairs Committees.

Mr. Randy Reed, Executive Director, reported that currently, Mr. Anthony Pinkham is the Chair for the Internal Affairs Committee and the External Affairs Committee Chair is vacant. Dr. Kevin Rose has filled in for the Chair position the last couple of meetings.

After discussion, the Executive Committee agreed to have Mr. Pinkham continue as the Chair of the Internal Affairs Committee with his concurrence and have Dr. Rose serve as the Chair of the External Affairs Committee.

Mr. Reed reported that Ms. Lisa Jones and Ms. Jill Smith, the two newest board members, will need to be appointed to a committee. After discussion, the Executive Committee appointed Ms. Jones to serve on the External Affairs Committee and Ms. Smith to serve on the Internal Affairs Committee.

Item 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.

Workforce Solutions Northeast Texas

Executive Committee Minutes

Mr. Reed reported on the following items:

- **Skills Development Funds (SDF) check presentation to Campbell Soup**

A Skills Development Fund check presentation is scheduled for 3:00 p.m. to Campbell Soup and Paris Junior College (PJC) at PJC. The amount is a little over \$499,000. Mr. Aaron Demerson will be awarding the check. Northeast has done well with the SDF grants. In fact, Northeast leads the state among small boards. SDF funds have been awarded in all major communities in the region.

- **Governor's Small Business Forum**

The Governor's Small Business Forum is scheduled for October 26th in Texarkana. There are around 250 participants signed up. Commissioner Ruth Hughs will be attending this forum and will speak to the group for a few minutes. Mr. Bart Spivey, Project Manager, will speak to the group about the kinds of services Workforce Solutions provides.

- **Commissioner Hughs Visit**

Since Commissioner Hughs will be in the area for the forum, she requested a meeting with local employers to discuss employment issues. Staff has reserved the board room at the Texarkana Convention Center and will have the hotel provide a continental breakfast for those in attendance. The meeting is from 8:30 a.m. to 9:30 a.m. Commissioner Hughs' staff sent out a few questions/topics that might be discussed.

- **Monthly Newsletter**

A monthly newsletter was not published in the last few months. The newsletter is sent out to over 100 business partners, board members, etc. The program being used provides statistics on readership. On average, 30 people will open the newsletter, 16-18 of those are board and contractor staff. Less than half of those who open the newsletter click the links for more information. Staff is looking for feedback on how to proceed with the information/statistics provided regarding the monthly newsletter.

After extensive discussion, the Executive Committee decided to discontinue the newsletter and release information via the updated website and by using Twitter and Facebook.

Item 8. Announcements

The annual celebration's theme is, "There's no place like Northeast Texas" and will be immediately following the full board meeting. The following awards will be given:

Large Employer of the Year

Small Employer of the Year

Local Employer of Excellence

Veteran Friendly Employer of the Year

Award of Excellence (Contractor's Business Services Unit (BSU) staff member)

Outgoing board members

Texas Rising Star Provider

Contractor Staff and successful Jobseekers

Board Member of the Year

Item 9. Adjourn

Mr. Pinkham adjourned the Executive Committee meeting at 10:05 a.m.

Workforce Solutions Northeast Texas

Executive Committee Minutes

Executive Committee Members Present

Anthony Pinkham/Board Vice Chair

Roger Feagley/Secretary

Scott Brown

Mary Dwight

Keitha Nilsson

Kevin Rose

Board Staff Present

Randy Reed/Executive Director

Bart Spivey/Project Manager