

**WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA**

**Place: Sulphur Springs Workforce Center
1513 Houston Street
Sulphur Springs, Texas
February 5, 2025
2:00 PM
& ZOOM**

Join Zoom Meeting

[https://netxworks-
org.zoom.us/j/96789927816?pwd=L7U2sXSHs0CusZIbbAMP4yHe0EVfTg.1](https://netxworks-org.zoom.us/j/96789927816?pwd=L7U2sXSHs0CusZIbbAMP4yHe0EVfTg.1)

Meeting ID: 967 8992 7816

Passcode: 364862

Toll-Free Numbers:

[833 548 0276](tel:8335480276)

[833 548 0282](tel:8335480282)

[833 928 4608](tel:8339284608)

[833 928 4609](tel:8339284609)

[833 928 4610](tel:8339284610)

[877 853 5257](tel:8778535257)

[888 475 4499](tel:8884754499)

The Texas Open Meetings Act now allows for members of a governmental body to attend a public meeting via a video conference call. The head of the board or commission must be physically present in the designated meeting place and the public must be given access to that meeting space.

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 23, 2024 and January 22, 2025 Executive Committee minutes.*

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.

6. Discussion, consideration, and action regarding ratifying items discussed and approved during the January 22, 2025 Board meeting.

- Board Minutes of October 23, 2024
- Consent Agenda
- Monthly Financial Reports – October, November, December 2024
- Amended Budget Fiscal Year 2024
- Weekly Work Search Requirements for UI Recipients
- WIOA Priority of Service Policy
- WIOA Board Plan Program Years 2025-2028

7. Announcements

8. Adjourn

Workforce Solutions Northeast Texas
Executive Committee Minutes

September 23, 2024
Sulphur Springs Workforce Center
1513 Houston St.
Sulphur Springs, Texas
1:30 P.M.
& ZOOM

Item 1. Call to order

Mr. David Burns, Workforce Solutions Northeast Texas Board Chair, brought the Executive Committee meeting to order at 1:30 p.m.

Item 2. Determination of quorum

A quorum was 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. Burns 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. Discussion, consideration, and possible action regarding approval of the August 28, 2024, September 12, 2024, and September 18, 2024 Executive Committee minutes.

Dr. Larry Dotin made a motion to approve the Executive Committee minutes for August 28, 2024, September 12, 2024, and September 18, 2024 as presented. Ms. Diane Stegall seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion, consideration, and possible action regarding membership with Texas Association of Workforce Boards (TAWB).

Mr. Randy Reed, Executive Director for Workforce Solutions Northeast Texas, reported the annual dues from TAWB for FY2025 had increase to \$5,208, a 39% increase from the previous year. After inquiries, the incoming TAWB Chair agreed to reduce the payment to 25% of the invoice, amounting to \$1,302, until the final dues structure can be agreed upon..

The Committee ensued discussions regarding the value or remaining a member of TAWB and expressed support for continued participation.

Item 7. 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.

Mr. Burns recessed the Executive Committee into closed executive session at 1:38 p.m. to discuss performance awards to Board employees, as provided for in the Open Meetings Act, Section 551.074 – Personnel Matters.

Item 6. Reconvene open meeting to discuss and take action, if any, on items presented in closed executive session.

September 23, 2024 Executive Committee Minutes

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Mr. Burns reconvened the Executive Committee at 1:54 p.m.

Mr. Burns made a motion to award a one-time performance award totaling \$32,000 to board employees, as per the Executive Director's performance awards summary recommendation for each employee with the excess awarded to the Executive Director. Dr. Larry Dotin seconded the motion. All were in favor. None opposed. Motion carried.

Item 10. Adjourn

Mr. Burns adjourned the Executive Committee meeting at 1:59 p.m.

Executive Committee Members Present

David Burns/Board Chair
Diane Stegall
Dr. Kevin Rose
Brian Crump
Dr. Larry Dotin
Adam Routon

Board Staff Present

Randy Reed/Executive Director
Bart Spivey/Operations Director
April Corbit/Board Relation Coordinator

Workforce Solutions Northeast Texas
Executive Committee Minutes

January 22, 2025
Region 8 ESC
4845 US Hwy 271 N
Pittsburg, Texas
9:00 A.M.

Item 1. Call to order

Ms. Diane Stegall, Workforce Solutions Northeast Texas Board Chair, brought the Executive Committee meeting to order at 9:05 a.m.

Item 2. Determination of quorum

A quorum was 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. Stegall 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. Discussion, consideration, and possible action regarding approval of the September 23, 2024 Executive Committee minutes.

Dr. Kevin Rose made a motion to approve the Executive Committee minutes for September 23, 2024 as presented. Mr. Brian Crump seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion, consideration, and direction regarding membership with Texas Association of Workforce Boards (TAWB).

Mr. Bart Spivey, Operations Director for Workforce Solutions Northeast Texas, noted that Workforce Solutions Northeast Texas has been a long-standing member of TAWB. This past year, membership dues increased due to a new funding-based classification system. All workforce boards are divided into quartiles based on Workforce Innovation and Opportunity Act (WIOA) funding levels. Based on WIOA funding allocations, Northeast moved from the lowest funding tier to the second, resulting in a dues increase to approximately \$5,800 a year. Staff believe continued membership is beneficial to the organization, but can be reevaluated each year.

After discussion, the Executive Committee made the decision to pay the TAWB dues and reassess membership each year.

Item 7. Discussion regarding new board member committee assignments.

- Jonathan Diggs, Hopkins County Private Sector
- Jennifer Miano, Public Employment
- Miranda Johnson, Economic Development
- Joshua Stegall, Education

Workforce Solutions Northeast Texas

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Staff recommends placing Ms. Johnson and Ms. Miano to the Internal Affairs Committee and Mr. Diggs (pending appointment approval) and Mr. Stegall to the External Affairs Committee.

These assignments maintain balance between the committees.

Ms. Stegall confirmed the recommended committee assignments.

Item 8. Discussion regarding cancellation of the February Full Board meeting.

Ms. April Corbit, Project/External Relations & Human Resource Manager for Workforce Solutions Northeast Texas, reported that due to winter weather-related delays in Austin, the scheduled meeting of the Texas Workforce Commission (TWC) Commissioners was postponed, leading to a delay in approval of board members. Consequently, approvals on the agendas cannot be finalized until after the rescheduled Commissioner meeting on January 28th. The full board can have a February board meeting to ratify the pending decisions or the Executive Committee can meet in February to ratify the pending decisions.

After discussion, the Executive Committee decided to proceed with the ratifications through a virtual Executive Committee meeting rather than holding a full board meeting subject to discussion and approval by the full board.

Item 9. 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. Randy Reed, Executive Director for Workforce Solutions Northeast Texas, reported on the following:

- Workforce Center Activity

November/December/January

Northeast served 3,273 customers in-person, averaging 327 a week and 3,320 customers telephonically/virtually, averaging 332 a week.

The demand for virtual and in-person workforce services is nearly equal and the trend is expected to continue as customers utilize both workforce delivery options.

- Child Care Activity

Northeast is currently serving 2,078 children. Enrollment exceeds the set target; therefore, a waitlist has been initiated. Placements will resume once funding stabilizes.

- Local Area Unemployment Statistics

The November unemployment rate for Northeast was 4.3% consisting of a slight increase from November 2023; however, the labor force has increased over 2,000 during that same timeframe which is notably important showing signs of stability.

- Texas Workforce Commission Monitoring Visit

The Annual TWC monitoring has been completed and there are no major issues of concern to report.

Since the board is the fiscal agent for the contractor, TWC did ask for clarification on how the board approves exercising the option for the contractor. The answer provided is by completing a fiscal integrity by reviewing all internal monitoring reports, the Single Audit, as well as the fiscal reviews completed by the fiscal monitor. The issue is being reviewed, but is not expected to be a finding.

Workforce Solutions Northeast Texas
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- Annual Report

The FY2024 Annual Report has been finalized and will be sent to all board members, Chief Elected Officials, staff and partners.

Item 10. Adjourn

Ms. Stegall adjourned the Executive Committee meeting at 9:30 a.m.

Executive Committee Members Present

Diane Stegall/Board Chair
Amado Azua
Dr. Kevin Rose
Brian Crump
Adam Routon

Board Staff Present

Randy Reed/Executive Director
Bart Spivey/Operations Director
April Corbit/Board Relation Coordinator