

WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA

Place: Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant, Texas
Date: February 22, 2017
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 January 25, 2017 Executive Committee minutes.*
6. Discussion and action regarding revisions to the Election of Officers policy.*
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.
 - 60X30TX Initiative with Texarkana College
 - Statewide Careers in Texas Industries Week
 - Vocational Rehabilitation Consolidation
 - Commissioner Alvarez Visit
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

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

Item 1. Call to order

Ms. Jennifer Harland, Workforce Solutions Northeast Texas Board Chair, brought the Executive Committee meeting to order at 9:33 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 September 28, 2016

Mr. Scott Brown made the motion to approve the October 28, 2015 Executive Committee minutes. Ms. Sheryl Paden seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion and possible action regarding committee assignments for Board members

The Executive Committee agreed on the following committee appointments based on the board staff recommendations:

Ms. Terese Kane – Internal Affairs

Ms. Shelly Braziel – External Affairs

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.

- FY2016 Annual Report

The FY2016 annual report was presented to the Executive Committee members. The report highlights the accomplishments, year-end board level expenditures, year-end contracted performance measures, customer statistics per county, success stories, and much more information that can be reviewed at <http://www.networkforce.org/documentcenter/view/885>

Ms. Harland suggested that the annual report be sent to those who are mentioned in the annual report.

Workforce Solutions Northeast Texas
Executive Committee Minutes

- Vocational Rehabilitation Consolidation
Questions and forms were sent by TWC regarding VR consolidation at the Greater Texarkana Workforce Center, Paris Workforce Center, and the Sulphur Springs Workforce Center. There will be 14 Vocational Rehabilitation (VR) staff that will be re-located to the Greater Texarkana Workforce Center, 5 VR staff re-located to the Paris Workforce Center and 4 VR staff in the Sulphur Springs Workforce Center. The initial questionnaires and forms for the Greater Texarkana Workforce Center and the Paris Workforce Center have been completed and sent back to TWC. The problem with the Sulphur Springs Workforce Center is being unable to accommodate the VR staff in the current location, which has led management staff to look at alternate locations. Subsequent to the initial request for information about consolidation, a second request was received from TWC indicating private offices for all VR staff serving clients was received; however the Workforce Centers do not have adequate space for this request at any of the Workforce Centers, especially in Sulphur Springs. Alternative plans for consolidation are currently under review.

- National Association of Workforce Board (NAWB) Annual Conference
Mr. Reed will not be attending the NAWB Annual Conference due to the TWC monitoring visit the same week, March 27-31. Ms. Bart Spivey, Project Manager, and Board Chair Jennifer Harland will be representing Northeast at the NAWB Annual Conference.

- Quarterly Chief Elected Official (CEO) Meeting
The CEO meeting is scheduled for Thursday, January 26th in Mount Pleasant. The agenda consists of approval of the budget amendment, election of Lead and Alternate Lead CEO, board apportionment, and presentation of the annual report.

Another CEO meeting is scheduled for February 22nd for final approval of the board plan, which is due to TWC on February 23rd. The board plan is currently published for public comment. There have been no comments received to date.

Item 9. Announcements

- Executive Director's evaluation for the March meeting
- Election of Officers policy revision
- New Board Member Orientation following the full board meeting

Item 12. Adjourn

Ms. Harland adjourned the Executive Committee meeting at 10:20 a.m.

Executive Committee Members Present

Jennifer Harland/Board Chair
Anthony Pinkham/Vice Board Chair
Dean Ransdell/Treasurer
Scott Brown
Keitha Nilsson
Sheryl Paden

Board Staff Present

Randy Reed/Executive Director
KiAnn Richardson/Finance Director
April Corbit/Board Relations Coordinator



Policy Number	1.0.1209A.01
Effective Date	December 16, 2009
Revision Effective Date	March 23, 2011
Revision Date	January 26, 2011; February 23, 2011

1 **TITLE:**

2 ~~Procedure for~~ Election of Officers

3
4 **BOARD PROPOSAL:**

5 Yes

6
7 **RESPONSIBLE STAFF:**

8 ~~Workforce Solutions Northeast Texas Executive Committee~~ Board Relations Coordinator

9
10 **DEFINITIONS:**

11 None

12
13 **POLICY STATEMENT:**

14
15 **POLICY REQUIREMENTS:**

16 ~~The election of Officers to the Executive Committee is perhaps the most important process in~~
17 ~~assuring the continued health and viability of the Workforce Solutions Northeast Texas~~
18 ~~organization as a whole. The Board of Directors of Workforce Solutions Northeast Texas~~
19 ~~(Board) will select its officers by election of the membership. The Board Chairman shall~~
20 ~~designate a Nominating Committee to conduct the election process and assure its compliance~~
21 ~~to standards in Roberts Rules of Order and, at the same time do its utmost to see that the best~~
22 ~~qualified individuals are selected as candidates.~~

23
24 ~~The following sections will define the procedures and schedule for the election of officers to the~~
25 ~~Executive Committee. The procedures are intended to allow all members of the club to~~
26 ~~participate in the selection process by making suggestions for nomination while allowing the~~
27 ~~duly appointed Nominating Committee to meet its important responsibilities of determining the~~
28 ~~qualifications of each suggested member and of presenting to the membership, on election day,~~
29 ~~a selection of candidates who will best serve the interests and efforts of the Board.~~

30
31 The officers of the Board shall be elected by a majority vote of certified members present and
32 voting at a regular meeting designated by the Board for elections during the month of August in
33 odd numbered years. Terms for newly elected officers shall begin on the first day of October
34 after the August election. Each officer serves a two-year (2) term and may serve up to two (2)
35 consecutive terms.

36
37 A duly appointed Nominating Committee comprised of three members in good standing will
38 present a slate of qualified candidates for positions on the Executive Committee to the
39 membership on election day.

40
41 **PROCEDURES:**

42 January

43 **NOMINATING PROCESS**

44 The ~~Board~~ Chairman ~~shall~~, with approval of the ~~board~~Executive Committee, ~~will~~ name the
45 Nominating Committee Chairman at the ~~January-June~~ meeting of the Board. The ~~Board~~
46 Chairman ~~shall-will~~ select ~~a two members to serve on the~~ Nominating Committee, ~~reflecting the~~
47 ~~Board's demographics and other considerations that may identified in the Board's strategic and~~
48 ~~operational plan. It is strongly recommended that the Chairman serve on the Nominating~~
49 ~~Committee as an ex-officio member.~~

50 The Nominating Committee meetings are open to the membership. However, a specific
51 announcement of time and place is not required. ~~Meetings of the Nominating Committee may~~
52 ~~be held via conference call.~~ The Nominating Committee under the leadership of the Nominating
53 Committee Chairman ~~shall-will~~ determine the internal procedures and processes. ~~The~~
54 ~~Nominating Committee will assure the candidates nominated have expressed an interest in the~~
55 ~~position, have agreed to serve and are qualified to fill the position for which they are nominated.~~
56 All information collected and all deliberations made by the Nominating Committee regarding any
57 candidate are strictly confidential to the Nominating Committee. Any violation of confidentiality
58 by any member shall be grounds for dismissal from the committee.

59
60 ~~During the June meeting of the Board, the Board Relations Coordinator will provide the~~
61 ~~positions to which members are qualified to be elected, in accordance with the By-Laws, and~~
62 ~~the process for communicating potential eligible nominees to the Nominating Committee.~~
63 ~~Members may also nominate themselves to a position for which they qualify by placing their~~
64 ~~name with the Nominating Committee.~~

65
66 May

67 ~~In the May meeting, the Committee will announce to the membership:~~

68 ~~(1) The election date~~

69 ~~(2) The positions to which members are qualified to be elected~~

70 ~~(3) The process for communicating potential eligible nominees to the Committee~~

71 ~~Chairman. Normally, this is a routine function. However, should the Nominating Committee or~~
72 ~~the Committee Chairman report the belief that there is a flaw in the procedure, the ballot~~
73 ~~development process, or the tabulation, the Board Chairman, in consultation with the Executive~~
74 ~~Committee, may void the election in total or in part.~~

75
76 ~~The actual ballots should be held in storage for one year.~~

77
78 ~~The election process ends with a letter from the Chairman, thanking the participants and~~
79 ~~dissolving the Nomination Committee.~~

80
81 ~~From the time of election, should a newly elected official be unable to serve the term to which~~
82 ~~elected, that vacancy would be filled through appointment by the Chairman-Elect with~~
83 ~~concurrence of the Executive Committee.~~

84
85 ~~To begin their orientation, newly elected officers shall begin participating as ex-officio members~~
86 ~~of the Executive Committee immediately following election.~~

87
88 October

89 ~~New officers shall begin their official term on October 1 of the Board program year.~~

~~Qualification of Candidates~~

~~The Nominating Committee shall determine the qualification of a suggested candidate as follows:~~

~~1. Member in good standing~~

~~—To qualify for nomination, a candidate must be a member in good standing.~~

~~2. Number of years as a member~~

~~—To qualify for nomination, a candidate must meet the membership requirements for number of years served for each office. Years served is calculated beginning on the date the member was appointed by the CEO not from the date the member was confirmed by the Texas Workforce Commission (TWC). For example, if the member was appointed by a CEO to fill a seat with a term to begin Oct. 1st, and the TWC confirmation of the appointment did not occur until sometime after Oct. 1st, the year is calculated from Oct. 1st, or if a member was appointed to fulfill an unexpired term, the date will be calculated from the date the member was appointed by the CEO, not the date the appointment was confirmed by TWC.~~

~~3. Participation~~

~~To qualify for nomination, a candidate must have an acceptable attendance record and have actively participated on at least one committee. The Nominating Committee shall have latitude in considering the degree, success.~~

~~Members who do not wish to be considered for office shall be given the opportunity to remove their names from the list of qualified candidates for office. If a member does not remove his/her name from consideration it is assumed that the member has agreed to nomination and will serve if selected.~~

~~Methods to elicit membership input for selection include, but are not limited to, notice in the Bi-Weekly E-News, email notification, announcements at meetings, etc. The procedure for membership input into the nomination process shall be very specific.~~

~~The Committee's first discussion should be focused on the goals of the Board for the organization. The Committee should identify the strengths of the current Officers and Board in terms of achieving these goals. This assists in establishing criteria for nominations. The proposed nominees for all positions are judged, in part, on their potential for contributing to the achievement of organization's long and short term mission and goals. The qualification of candidates indicated below shall be given due consideration.~~

~~A recommendation should be developed by the Committee including back-up nominees to be called upon in case the initial nominee will not, or cannot, accept. Special attention should be given to the positions of Vice Chair and Private Sector seats. These positions have traditionally provided continuity in the ascension to the Board's chairmanship. More than one nominee may be placed on the recommendation for any given position. Upon completion of the recommendation, the Chairman the Nominating Committee will contact each nominee to verify their willingness to serve the club in an official capacity. After the recommendation is confirmed, the Chairman shall notify the current Chairman of the completed recommendation. Other meetings may, or may not, be necessary. The formalized recommendation shall be presented to the membership on the election date. The~~

specific manner of the announcement is the prerogative of the Nominating Committee Chairman and the current Board Chairman.

July **ELECTION PROCESS**

The official election ~~shall~~will be held during the scheduled Board meeting in ~~July~~August at which time the Nominating Committee will provide the nominees for each office. Although voting is usually done by a voice vote, the ballots may be in a written format if requested or deemed necessary by the board. ~~If a written ballot is used, there shall be no provision for write-in candidates. The ballots, on the date of election, will be presented to members in good standing and attending that meeting. Members will be given balloting instructions, either verbally or in writing or both. The official list of those eligible to vote will be that of members in good standing on the date of the voting. Members shall be given adequate time to complete the balloting. The ballots should be collected by a member designated by the Board Chairman tabulated, and the tentative results given to the Chairman of the Nominating Committee before the end of the meeting. The Chairman of the Nomination Committee will confirm the results, in written form, to the Board and usefulness of the candidate's participation in the activities in determining his/her qualification to hold office.~~

~~4. Special requirements for Secretary and Treasurer~~

~~—To qualify for nomination, a candidate for Secretary or Treasurer must be capable of maintaining appropriate Board information using a computer and have access to a computer where that data can be maintained while he/she holds office. The computer must be capable of running Board approved software for that purpose and have access to the Internet.~~

~~5. Willingness to Serve~~

~~—After having completed the above qualification determinations, the Nominating Committee shall contact the candidate under consideration to determine his/her willingness to serve. No candidate who has indicated unwillingness to serve in a given position will be placed on the ballot for that position. That candidate however shall not be disqualified for serving in some other office in which he/she is willing to serve.~~

REASONS FOR POLICY:

The purpose of this policy is to set guidelines ~~on how to for~~ election of officers for the Workforce Solutions Northeast Texas Board.

RELATED POLICY INFORMATION:

EXCLUSIONS:

~~Open Meeting Act~~

CONTACTS:

~~Workforce Solutions Northeast Texas Chairman of the Board~~Board Relations Coordinator

RESPONSIBILITIES:

FORMS AND INSTRUCTIONSATTACHMENTS:

None

188 **DISTRIBUTION:**

189

190 X Board Board Staff Contracted Staff

191

192

193

194

195

196

Reviewed by EEO Officer

Date