

**WORKFORCE SOLUTIONS NORTHEAST TEXAS
CHIEF ELECTED OFFICIALS MEETING AGENDA**

Thursday, February 23, 2017
Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant, Texas

10:30 a.m. or immediately following the regular meeting of the Ark-Tex Council of Governments

1. Call To Order
2. Determination of a Quorum
3. Declaration of Conflict of Interest
4. Consider approval of the Workforce Solutions Northeast Texas Chief Elected Officials Meeting Minutes of January 26, 2017*
5. Discussion and action regarding WIOA Board Plan Program Years 2017-2020*
<http://www.netxworkforce.org/DocumentCenter/View/900>
6. 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
7. Consider discussion of future agenda items
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: The Chief Elected Officials of Workforce Solutions Northeast Texas may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda. The Executive Committee of Workforce Solutions Northeast Texas may convene following adjournment of this meeting to take action on any item listed on this agenda.

**WORKFORCE SOLUTIONS NORTHEAST TEXAS
CHIEF ELECTED OFFICIALS MEETING MINUTES**

Thursday, January 26, 2017
Titus County Extension Office
1708 Industrial Road
Mount Pleasant, TX

10:30 a.m. or immediately following the Ark-Tex Council of Governments (ATCOG) Meeting

1. Call To Order.

Honorable M.C. Superville, Lead Chief Elected Official for Workforce Solutions Northeast Texas, called the meeting to order at 11:40 a.m.

2. Determination of a Quorum

A quorum was determined to be present.

3. Declaration of Conflict of Interest

No conflicts of interest declared.

The agenda items were taken out of order from the regular agenda due to Honorable Robert Newsom having to leave the meeting early.

4. Review, discussion, and action regarding the FY2017 amended budget

Mr. Randy Reed, Executive Director reported the amended budget is the annual adjustment to the original budget approved at the October meeting. This budget shows the actual contract amounts and actual carryover that was not known in October. The Board Operating Budget shows an increase of \$7,381. The Workforce Operations Budget, to operate and provide services to customers, has an increase of \$1.5 million, the Child Care Operations and Direct Care budget has an increase of \$474,905, and the Quality Child Care Initiatives budget has an increase of \$170,886. The total increase for the entire budget was \$2,319,034. The largest contributor to this revenue increase is three grants to serve those dislocated workers affected by the oil and gas, military, and power reductions in the Northeast Texas area.

Honorable Scott Lee asked if US Steel will reopen.

Mr. Reed stated that reopening of the facility is unknown at this time. Mr. Reed further stated that those affected by the layoffs with US Steel are being served under the grant known as Trade Adjustment Assistance (TAA). The funding for this grant is provided for layoffs resulting from foreign trade. A large number of those laid off are being served through this funding. They are receiving training and support serves including transportation to commute to the training facility.

Honorable Newsome made a motion to accept the FY2017 amended budget. Honorable Lynda Munkres seconded the motion. All were in favor. None opposed. Motion carried.

5. Election of Lead CEO and Alternate Lead CEO

Honorable S. Lee made a motion to reappoint Honorable Superville as Lead CEO and Honorable Munkres as Alternate Lead CEO. Honorable Becky Wilbanks seconded the motion. With no other nominations, all were in favor. None opposed. Motion carried.

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6. Review, discussion, and action regarding apportionment of board member seats among the counties of the Northeast Texas Workforce Development Area

Mr. Reed reported that each year, staff reviews the population for each county based on the latest census data. Based on the review, there are no changes to the apportionment of board member seats among the counties of the Northeast Texas Workforce Development Area.

Honorable Newsom made a motion to accept the apportionment of board member seats among the counties of the Northeast Texas Workforce Development Area as presented. Honorable S. Lee seconded the motion. All were in favor. None opposed. Motion carried.

7. Approval of the minutes of the October 27, 2016 meeting of the Chief Elected Officials

Honorable S. Lee made a motion to accept the October 27, 2016 minutes. Honorable Wilbanks seconded the motion. All were in favor. None were opposed. Motion carried.

8. Review and discussion of the financial statements for Workforce Solutions Northeast Texas as of December 31, 2016

Ms. KiAnn Richardson, Finance Director, reported the financial report presented is for the first quarter of FY '17. At the end of December, the board was \$17, 311 under budget for the first quarter. The variances will be absorbed as the year progresses.

Ms. Richardson explained that most budget line items are 1/12 of the budget per month and will reflect a variance. The personnel, community relations, and information technology line items are over budget due to timing issues. Strategic initiatives line item is under budget by \$13,047. This is due to projects that were planned and hosted; however the actual events were under budget. This money will be passed through to the Contractor for other projects.

Honorable B. Lee made a motion to receive the December financial report. Honorable Munkres seconded the motion. All were in favor. None opposed. Motion carried.

9. Review and discussion of the FY2016 Quarterly Financial Evaluation for the Fourth Quarter

Mr. Reed reported the FY2016 Quarterly Financial Evaluation for the Fourth Quarter prepared by Ed Taylor & Associates shows no findings or observations.

Honorable Wilbanks made a motion to receive the FY2016 Quarterly Financial Evaluation for the Fourth Quarter. Honorable S. Lee seconded the motion. All were in favor. None opposed. Motion carried.

10. Review and discussion regarding the Fiscal year 2017 contracted performance measures

Mr. Reed reported there were new performance measures established under the Workforce Innovation and Opportunity Act (WIOA). There are now over 20 performance measures. The Texas Workforce Commission (TWC) has finished negotiating the targets for the performance measures with the Department of Labor (DOL). TWC is in the final stages of negotiating those targets with each of the workforce boards. Unfortunately, the measures will be looking at data from previous years, which were not being measured with these new criteria. Fortunately, the boards have received a pass for the first year. Beginning in FY 2018, according to federal legislation, if a board misses more than two measures for two consecutive years, that board could be disbanded.

11. Review and discussion of the Workforce Solutions Northeast Texas Annual Report for fiscal year 2016 (October 1, 2015 – September 30, 2016)

The FY2016 annual report was presented to the CEOs. 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.netxworkforce.org/documentcenter/view/885>

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12. Review and discussion regarding the CEO meeting schedule for FY2017

A meeting schedule for FY2017 was presented to the CEOs. The schedule will remain the same, meeting quarterly, immediately following the ATCOG meeting. One exception this year, the CEOs will meet in February 2017 in order to review and accept the Board Plan, but the normal schedule will resume in April.

13. 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**

The TWC Annual Conference was successful and Northeast was recognized for outstanding board performance, receiving a Performance Incentive award for Claimant Reemployment for \$30,000.

- **Development of the Board Plan**

WIOA required all boards to develop a four year strategic plan. The plan is posted to the website on January 9th for public comment. The public comment deadline is February 7th. The format and questions that had to be answered and addressed were specified by the legislation. Once the public comment ends, the plan will have to be approved by the board and CEOs. The plan is due to TWC on February 24th and upon the Commissioner's approve, the plan will be sent to the Governor's Texas Workforce Investment Council for final approval.

14. Consider discussion of future agenda items

- FY 2016 Single Audit

15. Announcements

The TWC monitors will be onsite the week of March 27th for their annual review.

16. Adjourn

Honorable Superville adjourned the meeting at 12:10 p.m.

Chief Elected Officials Present

Honorable M.C. Superville – Lead CEO/Lamar County

Honorable Lynda Munkres – Alternate Lead CEO/Morris County

Honorable Brian Lee – Titus County

Honorable Scott Lee – Franklin County

Honorable Jason Murray – Delta County

Honorable Robert Newsom – Hopkins County

Honorable Becky Wilbanks – Cass County

Staff Present

Randy Reed, Executive Director

KiAnn Richardson/Finance Director

April Corbit/Board Relations Coordinator