

WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA

Place: Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant, Texas
Date: February 28, 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 January 24, 2018 Executive Committee minutes.*
6. Discussion regarding re-assignments to the Internal and 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.
 - Update on Roundtable Discussion with TWC Commissioners
 - Board and Contractor Staff presentations for member education during board meetings
8. Announcements
 - Executive Director's Performance Evaluation
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 24, 2018
Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant
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 9:30 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.

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 October 25, 2017

Ms. Mary Dwight made the motion to approve the October 25, 2017 Executive Committee minutes. Dr. Kevin Rose seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion and action regarding assignment of new board member assignment to the External Affairs Committee.

With staff's recommendation, the Executive Committee agreed to place new board member Mr. Adam Routon on the External 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.

Mr. Randy Reed, Executive Director, reported on the following items:

• **TWC Annual Conference**

Workforce Solutions Northeast Texas was recognized for outstanding board performance, receiving a \$75,000 Texas Rising Star (TRS) Child Care Award during the Texas Workforce Commission (TWC) Annual Conference held in Dallas, Texas in November. The TRS Child Care Award honors Local Workforce Development Board that have improved child care quality through the creation of exemplary child care programs that demonstrate positive outcomes for the population serves. The goals of these awards are to recognize outstanding programs and to encourage and foster replication of best practices across the state. The Texas Workforce Commission (TWC) recognizes exemplary child care programs for outstanding performance in areas such as consumer education, technical assistance and mentoring, and professional development.

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Ms. Harland asked what the funds will be spent on.

Mr. Reed stated the funds can only be spent on child care quality. This past year, funds were spent on a mobile app, Brightwheel that allows parents to communicate directly with the daycare providers during the day.

Board and Contractor staff will meet next week to discuss and finalize the child care quality plans. Before the award, the plan was to stock the child care vehicle with curriculum, various learning tools, etc. and allow the providers to check these items out for use in their day care centers. The staff recommendation will be to use the award for this initiative.

- **FY2017 Annual Report**

The FY2017 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 on the website by clicking [here](#).

- **Roundtable Discussion with TWC Commissioners on February 13, 2018**

Ms. Harland received a letter from the TWC Commissioners inviting her and the Executive Director to Austin to meet with them as an opportunity for the Commissioners to hear from the Board Chairs and Executive Directors regarding area economic situations, local priorities, and the vision and strategies in play for the area. This information will help the Commissioners form future actions. As a result of a meeting held between Ms. Harland and staff members, a presentation is being developed to be used for this roundtable discussion. Currently, the meeting is set for two hours, but it is unknown if other boards are meeting at the same time. Staff is soliciting any input that board members are willing to provide.

Issues that will be identified in the presentation include:

- Economic statistics by county.
- Funding or other help in better using technology to enhance the service delivery. This furthers the goal of getting the message regarding services out more widely.
- Funding or a subject matter expert to help expand apprenticeship programs.
- Opportunity to hear more about successful career pathway programs.

Item 8. Announcements

Chief Elected Officials Meeting will be held January 26, 2018 at the Titus County Extension Office at 10:30 a.m. or immediately following the Ark-Tex Council of Governments (ATCOG) meeting.

Workforce Solutions informational cards, mobile app cards, and USB flash drives are available for board members to replenish, if needed.

The TWC Annual Conference will be held November 28th thru November 30th in Houston, Texas.

Learning Endorsements And Professions (LEAP) Expo will be held at the Love Civic Center on Friday, January 26, 2018.

Item 9. Adjourn

Ms. Harland adjourned the Executive Committee meeting at 10:13 a.m.

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Executive Committee Members Present

Jennifer Harland/Board Chair
Roger Feagley/Secretary
Keitha Nilsson/Treasurer
Mary Dwight
Kevin Rose

Board Staff Present

Randy Reed/Executive Director
Bart Spivey/Project Manager

FY 2018 Committee Roster

Executive Committee Members

Jennifer Harland	Chair
Anthony Pinkham	Vice Chair
Keitha Nilsson	Treasurer
Roger Feagley	Secretary
Scott Brown	At-Large
Mary E. Dwight	At-Large
Kevin Rose	At-Large

External Affairs Committee

Kevin Rose/Chair	EC Member
David Boone	
Shelly Braziel	
Pam Bryant	
Lisa Jones	
Adam Routon	
Richard Seymour	
Katie Stedman	
Jennifer Harland	EC Member

Internal Affairs Committee Members

Anthony Pinkham/Chair	EC Member
Larry Dotin	
Donna Dounley	
Davlyn Evans	
Carrolyn Griffin	
Terese Kane	
Shanna Martin	
Tammy Miller	
Keitha Nilsson	EC Member
Jill Smith	
Mark Stanley	
Diane Stegall	
Irene Suarez	
Jennifer Harland	EC Member