

**WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA**

**Place: Sulphur Springs/Hopkins County Economic Development Corporation
1200 Enterprise Lane
Sulphur Springs, Texas
Date: March 22, 2017
Time: 11:30 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 and action regarding approval of the February 22, 2017 Executive Committee minutes.*
- 6.** Discussion, consideration, and action regarding the revisions made to the Performance Management and Compensation policy.*
- 7.** Recess into closed executive session to discuss and consider the performance evaluation of the Executive Director, as provided for in the Open Meetings Act, Section 551.074 – Personnel Matters.
- 8.** Reconvene open meeting to discuss and take action, if any, on items presented in closed executive session.
- 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.
- 10.** Announcements
- 11.** 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

February 22, 2017
Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant, Texas
9:30 AM

Item 1. Call to order

Mr. Anthony Pinkham, Workforce Solutions Northeast Texas Board Vice Chair, brought the Executive Committee meeting to order at 9:34 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. Pinkham 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 January 25, 2017

Ms. Sheryl Paden made the motion to approve the January 25, 2017 Executive Committee minutes. Ms. Dean Ransdell seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion and action regarding revisions to the Election of Officers policy.

Mr. Randy Reed, Executive Director, reported the proposed revisions to the Election of Officers policy were made to shorten the timeframe of the election process and add language to align the process with the board bylaws.

Ms. Ransdell stated that there is a comma that needs to be removed on line 61 of the policy. She then asked if the Nominating Committee, mentioned in the policy, will need a copy of the board bylaws to use as a reference. Mr. Reed indicated copies would be available for that use if needed.

Mr. Reed stated that during the June board meeting, the Board Chair, with approval of the Executive Committee, will name a Nominating Committee Chair, along with two additional members, to serve on the Nominating Committee. During that same meeting, the Board Relations Coordinator will provide the positions to which members are qualified to be elected, in accordance with the eligibility requirements provided in the board bylaws, to the full board. The Nominating Committee will assure the candidates nominated have expressed an interest in the position, have agreed to serve, and are qualified to fill the position. The final slate of officers will be presented to the full board at the August meeting for board approval. Floor nominations will be accepted, as well.

Workforce Solutions Northeast Texas

Executive Committee Minutes

Ms. Ransdell made a motion to accept the revisions made to the Election of Officers policy with the removal of the comma on line 61. Ms. Keitha Nilsson seconded the motion. All were in favor. None opposed. Motion carried.

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. Reed reported on the following items:

- 60X30TX Initiative with Texarkana College

The 60X30TX Initiative was introduced by the Texas Higher Education Coordinating Board (THECB) and endorsed by Governor Greg Abbott, Texas Workforce Commission (TWC) Commissioners, and Texas Education Agency (TEA) Commissioners. One of the goals for this initiative is by 2030, at least 60 percent of Texans ages 25-34 will have a certificate or degree. Texarkana Community College will host a luncheon on March 23rd at the Truman Arnold Center at Texarkana College to highlight the importance of this initiative, particularly for area business leaders and the educators. Commissioner Andres Alcantar received and accepted an invitation to be the keynote speaker at this luncheon.

- Statewide Careers in Texas Industries Week

The Texas Internship Challenge is a partnership between TWC, TEA, and THECB to highlight statewide careers and challenge employers to establish internships. A website was developed that will allow the employers to post internships for students to view available internships. Dr. Kevin Rose spoke with Mr. Reed about this initiative and will have a discussion with the three college president's during the next College President's Roundtable meeting. The colleges are contacted regularly by employers regarding the availability of students in various career fields' internships.

TWC is also attempting to host a Statewide Careers in Texas Industries job fair for juniors and seniors to meet with employers. The date has not been confirmed due to most areas already having job fairs scheduled around the proposed dates. The Executive Directors, statewide, are trying to convince TWC to host the Statewide Careers in Texas Industries job fair in the fall. TWC will fully fund the events.

- Vocational Rehabilitation (VR) Consolidation

Since the requirement to provide private offices for the VR staff has come about, there is not enough adequate space to accommodate this new requirement. TWC requested information and drawings of the buildings and accommodations are currently being discussed and reviewed for the Texarkana, Paris and Sulphur Springs locations.

- Commissioner Alvarez Visit

Linden-Kildare Consolidated Independent School District applied for and was awarded a \$69,986 Jobs and Education for Texans (JET) Grant to establish a culinary arts program at the high school. Commissioner Julian Alvarez will be flying to Texarkana for the check presentation on Friday, February 24th.

Item 9. Announcements

- Executive Committee meeting March 22, 2017 at the Sulphur Springs/Hopkins County Economic Development Center at 11:30 a.m. to review and discuss the performance evaluation of the Executive Director. Lunch will be served.
- Executive Director's performance evaluation due to Board Secretary Roger Feagley by March 1, 2017

Workforce Solutions Northeast Texas
Executive Committee Minutes

Item 12. Adjourn

Mr. Pinkham adjourned the Executive Committee meeting at 10:20 a.m.

Executive Committee Members Present

Anthony Pinkham/Vice Board Chair
Dean Ransdell/Treasurer
Keitha Nilsson
Sheryl Paden

Board Staff Present

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



Policy Number	2.5.0204A.03
Effective Date	February 4, 2004
Revision Date	February 21, 2006; October 20, 2010; February 27, 2013
Distribution Date	February 28, 2013

1 **TITLE:**
2 Performance Management and Compensation

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4 **BOARD PROPOSAL:**
5 ~~Yes~~

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7 **RESPONSIBLE STAFF:**
8 ~~Executive Director~~ Human Resources Coordinator

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10 **DEFINITIONS:**

11 **Board Staff** - Full-time, part-time, and temporary employees; exempt and non-exempt who are
12 employed by Workforce Solutions Northeast Texas. ~~Board.~~

13 ~~Employment Agreement~~ - An employment agreement is the negotiated agreement between the
14 Board and the Executive Director which provides the terms and conditions of the employment
15 relationship. At a minimum it enumerates the basic conditions of his/her employment including
16 basic duties, salary, benefits, expectations, and grounds for termination.

17 **Exempt** - Staff employed as executives, administrative, professional, and certain technology
18 employees who have an exemption from both minimum wage and overtime pay under the Fair
19 Labor Standards Act (FLSA).

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21 **Full-Time Employee** - Any employee who is regularly scheduled to work, a standard forty (40)
22 hour work-week.

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24 **Non Exempt** - Employees paid at least the Federal minimum wage for all hours worked, and
25 overtime pay at time and one-half their regular rate of pay for all hours worked over forty (40) in
26 a work-week.

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28 **Part-Time Employee** - Classified as ~~a non-exempt and~~ working a regular schedule of twenty
29 (20) hours or more but less than thirty (30) hours per week.

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31 **Performance Appraisal** - Review of the employee's effectiveness and contributions to the
32 success of the Board.

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34 **Merit Increase** - A raise granted to an employee who demonstrates ~~his~~ a commitment to the
35 position and ~~his~~ ability to perform at a satisfactory level. Funding for merit increases for Board
36 Staff ~~shall~~ will be included in the Board's annual budget and approved by the full Board.

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38 **Temporary Employee** - Hired for a specified project or time frame.
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POLICY STATEMENT:

Board Staff ~~shall~~will receive constructive performance appraisals and evaluation interviews designed to address performance, skill development needs and interests. An employee is eligible for consideration of a salary review upon the anniversary date of hire or promotion.

POLICY REQUIREMENTS:

Performance Appraisal Schedule

All employees ~~shall~~will receive a performance appraisal and evaluation interview. Supervisory staff ~~shall~~will conduct the written performance appraisals and evaluation interviews according to the employee’s job description duties/skills, abilities and knowledge.

If an employee's job responsibilities change substantially at any time after the annual review, another performance appraisal and evaluation interview may be performed, at the Supervisor’s discretion, before the next annual performance review and after the new assignment has begun.

All performance appraisal and evaluation interview records ~~shall~~will be maintained in each employee’s personnel file.

PROCEDURES:

Executive Director (Exempt)

The Board’s Executive Committee ~~shall~~will conduct the Executive Director’s (ED) performance appraisal and evaluation ~~interview in accordance with the Executive Director’s employment agreement.~~interview upon the anniversary date of hire or placement in the position. This performance appraisal and evaluation interview ~~shall~~will occur in accordance with the Performance Evaluation of the Executive Director~~Board~~ policy. Results of the appraisal and resulting recommendations ~~shall~~will be presented to the full Board~~for approval~~.

Full-Time Professional Level Employees (Exempt)

(Administrative, Professional, and Certain Technology Related Positions)

- At the discretion of the supervisor, a six (6) month performance appraisal and evaluation interview may be documented
- Annual performance appraisal/evaluation interview and salary review from the date of hire or promotion.

Full-Time Non-Professional Employees (Non-Exempt)

- At the discretion of the supervisor, a six (6) month performance appraisal and evaluation interview may be documented
- Annual performance appraisal/evaluation interview and salary review from the date of hire or promotion.

Part-Time Employees ~~(Non-Exempt)~~

- Annual performance appraisal/evaluation interview and salary review from the date of hire.

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Interim Performance Appraisals/Evaluation Interviews

In addition to each employee’s annual performance appraisal and evaluation interview, other evaluations written or oral, may be performed on an “as needed” basis throughout the term of the staff persons’ employment with the Board. The employee’s immediate Supervisor, in consultation with the Human Resources Coordinator, ~~shall~~will perform such interim evaluations. All records and documentation of interim evaluations ~~shall~~will be maintained in the personnel file of the employee.

Rebuttals

In the event an employee disagrees with the contents of the Performance Appraisal, the following steps must be taken:

- The employee registers the exception or disagreement in writing within 30 calendar days of the review conference.
- The Supervisor forwards the rebuttal to the Human Resources Coordinator to be associated with the performance review in the employee’s personnel file.
- If the employee’s rebuttal raises an issue not previously addressed and to which the Supervisor believes a response is necessary, the Supervisor submits an original written response to the employee within 15 calendar days after receipt of the rebuttal and forwards a copy through Human Resources Coordinator for filing with the performance review and rebuttal in the employee’s personnel file.

Performance Improvement Plan (PIP)

The Board expects all employees to Meet (M) or Exceed (E) a proficient level of performance, but employees may have weaknesses or deficiencies, which prevent them from doing so. If an employee’s performance on any job duty or overall performance is at the “Unsatisfactory (U)” level, the Supervisor may develop a Performance Improvement Plan for the employee to follow to assist the employee in attaining the Board’s performance expectations.

A Performance Improvement Plan must include the following elements:

- Identifies the weakness or deficiency the employee has in accomplishing the desired performance level for the job duty;
- Describes the job performance expectations for each duty in which there is a deficiency or weakness;
- Formulates a plan that identifies the assistance that management will provide to enable the employee to Meet or Exceed a level of performance (e.g., additional training, closer supervision, specific suggestions to achieve better results, etc.);
- Establishes a time frame within which improvements are expected and if/when a second performance appraisal will be conducted.

- Details the consequences of not achieving the performance expectations within the specified time frames determined by the Supervisor when establishing the plan.

The Supervisor and the employee ~~shall~~will read, discuss, sign and date the ~~Performance Improvement Plan~~PIP to ~~ei~~ensure complete understanding of management's expectations. The ~~Plan~~PIP is to be submitted to ~~the~~the Human Resources ~~s~~Coordinator ~~and included~~for inclusion in the employee's personnel file.

During the performance improvement rating period, the Supervisor ~~shall~~will sample the work for the defined goal attainment. The Supervisor ~~will~~shall provide quality feedback to reinforce progress or redirect practices that contribute to the employee's deficiency. Frequent and specific feedback gives the employee every opportunity to succeed.

REASONS FOR POLICY:

To attract and retain a highly qualified and competent workforce, ~~the Workforce Solutions North East Texas (Board)~~Workforce Solutions Northeast Texas has instituted a performance management and compensation program to compensate employees. Compensation ~~shall~~will be fair and equitable based upon demonstrated job performance, and in accordance with the Board's Equal Employment Opportunity policy.

RELATED POLICY INFORMATION:

Performance Evaluation of the Executive Director policy 1.0.1209B.02~~0~~
Equal Employment policy 2.2.01.0307
Fair Labor Standards Act

EXCLUSIONS:

None

CONTACTS:

~~Executive Director~~Human Resources Coordinator

RESPONSIBILITIES:

~~Executive Director~~

ATTACHMENTS:

DISTRIBUTION:

X Board x Board Staff Contracted Staff

Signature on File

Reviewed by EEO Officer

Date

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_____ **Signature on File** _____
Reviewed by Executive Director

_____ **Date**