

**WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA**

**Place: Sulphur Springs/Hopkins County Economic Development Corporation
1200 Enterprise Lane
Sulphur Springs, Texas
Date: March 22, 2018
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 28, 2018 Executive Committee minutes.*
6. 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.
7. Reconvene open meeting to discuss and take action, if any, on items presented in closed executive session.
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.
 - Commissioners Regional Meeting
 - Layoff Notices
9. Announcements
10. 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.

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Executive Committee Minutes

February 28, 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 9:36 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 January 24, 2018

Ms. Mary E. Dwight made the motion to approve the January 24, 2018 Executive Committee minutes. Mr. Anthony Pinkham seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion regarding re-assignments to the Internal and External Affairs Committees.

Mr. Randy Reed, Executive Director, reported the Internal Affairs Committee is in danger of having a full board quorum if all members of the committee were to attend the committee meeting. Staff is recommending that a few members of the Internal Affairs Committee be removed and placed on the External Affairs Committee.

After discussion, the Executive Committee decided to re-assign tenured board members, Ms. Davlyn Evans and Ms. Donna Dounley, to 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:

- **Update on roundtable discussion with TWC Commissioners**

The roundtable discussion with the Texas Workforce Commission (TWC) Commissioners included 7 boards. Northeast was very well prepared and gave a presentation on the economic statistics in the area, unemployment, information by county, etc., current initiatives

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undertaken, mobile app, efforts taken to outreach young people, areas where help will be needed from TWC such as the apprenticeship programs and targeted vocational training.

Ms. Harland was the only board chair who presented, which was what was expected by the Commissioners. All other boards had the Executive Director's present. Ms. Harland did an outstanding job.

- **Board and Contractor staff presentations for member education during board meetings**

Items to highlight during the education part of the board meetings:

- Deep dive into policies
- Strategic Plan
- Rapid Response
 - Outline process
 - What is done
 - Services
 - Where to go on the website to apply for UI benefits and how to apply
- Labor Market Information Site
 - Tie to Economic Development Consortium
- Vocational Rehabilitation (VR) Consolidation
 - How VR and Workforce work together
- Skills Development Funds
 - Northeast Texas Community College (NTCC) can help talk about successes, impacts, and processes

Item 8. Announcements

- Executive Director's Performance Evaluation

The Executive Committee will meet on March 22nd at Sulphur Springs/Hopkins County Economic Development Cooperation at 11:30 a.m.

- Annual TWC Monitoring March 5-9, 2018

Item 9. Adjourn

Ms. Harland adjourned the Executive Committee meeting at 10:17 a.m.

Executive Committee Members Present

Jennifer Harland/Board Chair
Anthony Pinkham/Board Vice Chair
Mary Dwight
Kevin Rose

Board Staff Present

Randy Reed/Executive Director
April Corbit/Board Relations Coordinator