

**WORKFORCE SOLUTIONS NORTHEAST TEXAS  
EXECUTIVE COMMITTEE AGENDA**

**Place: North East Texas Credit Union  
105 East 18<sup>th</sup> St.  
Mount Pleasant, Texas  
Date: March 27, 2019  
Time: 10:00 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 January 23, 2019 Executive Committee minutes.\*
6. Discussion regarding new board member committee assignments.
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.
  - VR co-location update
  - Paris Workforce Center move update
  - TWC monitoring update
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

January 23, 2019  
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 9:37 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 26, 2018**

Mr. Randy Reed, Executive Director, informed the Executive Committee the board is out of compliance due to its membership requirements. The minutes will be ratified at the next meeting. The Commissioners are currently meeting in Austin to review and approve the Private Sector representative for Lamar County.

As the meeting progressed, Ms. April Corbit, Board Relations Coordinator received notice from the Texas Workforce Commission and let members know the Board was in compliance. Having been so informed, Dr. Kevin Rose then made the motion to approve the September 26, 2018 Executive Committee minutes. Mr. Anthony Pinkham seconded the motion. All were in favor. None opposed. Motion carried.

**Item 6. Discussion and action regarding new Board Member committee assignments.**

Staff recommends that Mr. Andrew Rankin, Education representative, be placed on the External Affairs committee and Ms. Cristi Fernandez, upon her approval to the Board, be placed on the Internal Affairs committee. Mrs. Harland and the Executive Committee accepted staff's recommendation.

**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:

Workforce Solutions Northeast Texas  
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- **TWC Annual Conference**

Workforce Solutions Northeast Texas was recognized and awarded the Service to Business Award, which recognizes a Local Workforce Development Board that has demonstrated innovative approaches to meeting employer needs through recruiting, hiring, training, and upgrading employee skills. The award came with an incentive of \$30,000. The Board also received the Foster Youth Award and an incentive of \$30,000. Finally, the Board was awarded the Workforce Investment Opportunity Act Exemplary Performance Award.

The next TWC Annual Conference will be held at the Gaylord Texan in Grapevine December 4-6, 2019.

- **TAWB Meeting February 11-12, 2019**

Northeast will not have a board representative attending this meeting due to the annual monitoring visit from the TWC Monitors.

- **Austin Legislative Days February 26-28, 2019**

The February Board meeting will be cancelled due to the Austin Legislative Days trip.

Mr. Reed recommended that Commissioner and Chair Ruth Hughes be a speaker at the summit.

- **FY2018 Annual Report**

The FY2018 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](#).

**Item 8. Announcements**

Honorable M.C. Superville is the outgoing Chief Elected Official (CEO) for Lamar County. Board members and staff will be recognizing him during the Full Board meeting for his dedication and support of the workforce system. Honorable Superville was one of the original CEO's when the board was formed and is a signatory to the Articles of Incorporation. The CEO's will be meeting Thursday, January 31, 2019 to elect a Lead and Alternate Lead CEO.

**Item 9. Adjourn**

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

**Executive Committee Members Present**

Jennifer Harland/Board Chair  
Anthony Pinkham/Vice Chair  
Roger Feagley/Secretary  
Kevin Rose

**Board Staff Present**

Randy Reed/Executive Director  
April Corbit/Project Manager  
KiAnn Richardson/Finance Director