

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

Thursday, April 27, 2017
Titus County Extension Office
1708 Industrial Road
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 February 23, 2017*
5. Review and discussion of the financial statements for Workforce Solutions Northeast Texas as of March 31, 2017*
6. Review and discussion of the FY 2017 Quarterly Financial Evaluation for the First Quarter*
7. Discussion and action regarding the amendment made to the Workforce Solutions Northeast Texas Bylaws*
8. Review and discussion regarding the Fiscal Year 2017 contracted performance measures*
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
 - Vocational Rehab Consolidation
 - Summer Earn and Learn Program
 - WIOA Board Plan
 - Career and Community Resources Expos
 - 60x30 NETX
 - Internship Challenge
 - Industry Tours
 - Careers in Texas Industry Week
 - Skills Development Fund
 - Commissioner Alvarez visit for Skills Development Fund grant check presentation
10. Consider discussion of future agenda items
11. Announcements
12. Adjourn

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

Thursday, February 23, 2017
Mount Pleasant Civic Center
1800 North Jefferson
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 11:17 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.

4. Approval of the minutes of the January 26, 2017 meeting of the Chief Elected Officials

Honorable Robert Newsom made a motion to accept the January 26, 2017 minutes. Honorable Scott Lee seconded the motion. All were in favor. None were opposed. Motion carried.

5. Discussion and action regarding WIOA Board Plan Program Years 2017-2020

Mr. Randy Reed, Executive Director, reported the Workforce Innovation and Opportunity Act (WIOA) was legislation passed by the federal government effective in 2016. Part of this legislation required each state to submit a comprehensive plan to execute the basic tenants of WIOA for 2017-2020.

The plan was available for public comment for 30 days, but no public comments were received. The Workforce Board met and approved the plan on February 22nd. Upon approval by the Chief Elected Officials (CEOs), the plan will be submitted to the Texas Workforce Commission (TWC) for approval and submission to the Texas Workforce Investment Council (TWIC). Upon approval by TWIC, the plan will become Northeast's formal operating plan for implementing WIOA for 2017-2020.

The plan addresses how the board will coordinate with the economic development entities, work with the educational institutions, how jobseekers (dislocated workers, adults, and out-of-school youth) will be serviced, and how to interface with the consolidation of Vocational Rehabilitation within the American Job Centers.

Honorable Superville asked if the plan addresses communication with educational entities for training opportunities.

Mr. Reed answered affirmatively and stated the board has positive relationships with the College President's and with the workforce representatives within the community colleges. He gave the example of the enhancements to the industrial maintenance programs in all three of the colleges (Texarkana College, Northeast Texas Community College, and Paris Junior College) through the High Demand Job Training grants. These grants, in concert with the economic development entities, have provided \$500,000 for the enhancement of training.

Honorable L.D. Williamson made a motion to approve the WIOA Board Plan Program Years 2017-2020. Honorable Brian Lee seconded the motion. All were in favor. None opposed. Motion carried.

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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.

- **60x30TX Initiative**

Mr. Reed reported the 60x30TX Initiative is an initiative from the Governor's office and endorsed by the Texas Tri-Agency partners (TWC, Texas Education Agency (TEA), and The Higher Education Coordinating Board (THECB)). The goal is for at least 60% of Texans age 25-34 to have attained a certificate or degree by the year 2030. In partnership with Northeast Texas Community College, Paris Junior College, and Workforce Solutions Northeast Texas, Texarkana College will host a kick-off luncheon on March 23, 2017 at 11:30 a.m. with Andres Alcantar, Commissioner and Chairman of Texas Workforce Commission, as the guest speaker.

Mr. Reed stressed that parents, students, educators, business leaders, and community leaders will need to partner in order to achieve this goal. Workforce Solutions Northeast Texas has the career exploration videos available on the website along with the Make It Work in Texas video.

Honorable Newsom requested the top 5 training occupations in the region.

Mr. Reed stated those would be welding, computer and numerical controlled equipment, industrial maintenance, truck driving, and health services.

Honorable Williamson asked if the high schools will begin training students in a trade sometime in the future.

Mr. Reed stated that there is a desire for the training, but there are no facilities. The colleges are working with the Independent School Districts (ISDs) to transport the high school students to the colleges for dual credit courses.

- **JET Grant**

TWC Commissioner Julian Alvarez will be at the Linden-Kildare Consolidated Independent School District Administration office on Friday, February 24th to award a \$70,000 Jobs and Education for Texans (JET) Grant to establish a culinary arts program.

Honorable Williamson raised concern for the local students in Red River County and the lack of training for a trade in the high schools.

Mr. Reed stated that the local ISD's are encouraged to apply for the JET grants. He offered to speak to Ms. Pamela Bryant, Superintendent for Clarksville ISD and Board Member, regarding the concern and issue.

- **TWC Careers and Industry Week**

TWC has initiated a statewide Careers and Industry week in the fall. During this week, boards will host a one-day expo/seminar for high school students to meet with business and industry leaders to discuss career options and opportunities.

- **Vocational Rehabilitation Consolidation**

Vocational Rehabilitation (VR) has consolidated with TWC. With this consolidation, the local VR staff will be co-located with the American Job Centers in the region. The VR Counselors are required to have private offices which has created some challenges, but those challenges are being worked out to accommodate the necessary requirements.

Honorable Newsom asked about arrangements at the Sulphur Springs center. Mr. Reed stated that due to lack of space in the current facility to accommodate the VR request, the option to relocate is being

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

explored. Staff has located a building that will work well for the consolidation is currently waiting on guidance from TWC to move forward.

7. Consider discussion of future agenda items

None.

8. Announcements

None.

9. Adjourn

Honorable Superville adjourned the meeting at 11:46 a.m.

Chief Elected Officials Present

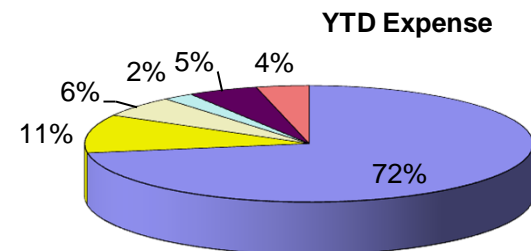
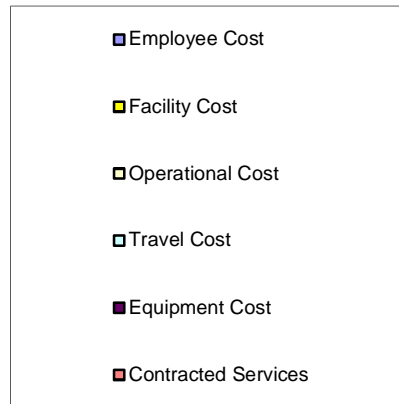
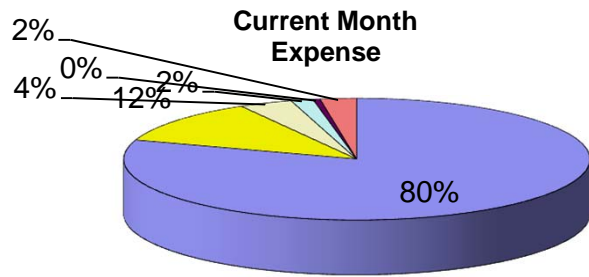
Honorable M.C. Superville – Lead CEO/Lamar
County
Honorable Brian Lee – Titus County
Honorable Scott Lee – Franklin County
Honorable Robert Newsom – Hopkins County
Honorable Becky Wilbanks – Cass County
Honorable L.D. Williamson – Red River County

Staff Present

Randy Reed, Executive Director
April Corbit, Board Relations Coordinator

**Workforce Solutions Northeast Texas
Board Expenditures
For the Month Ending March 31, 2017**

Board Operating Costs	FY 2017	MARCH 2017			YTD 2017		
	Budget	Budget	Actual	Variance	Budget	Actual	Variance
Personnel	\$ 875,369	\$ 74,595	\$ 71,027	\$ 3,568	\$ 419,273	\$ 422,297	\$ (3,024)
Facilities	82,800	6,900	6,900	-	41,400	41,400	-
Utilities	12,000	1,000	864	136	6,000	5,238	762
Telecommunications	24,500	2,042	1,942	100	12,252	11,573	679
Repairs & Maintenance	50	4	-	4	24	-	24
Janitorial/Lawn/Security	7,908	659	661	(2)	3,954	3,964	(10)
Insurance	18,500	1,542	1,155	387	9,252	7,381	1,871
Postage & Shipping	600	50	66	(16)	300	296	4
Advertising, Marketing & Promotions	1,000	83	-	83	498	322	176
Community Relations	1,500	125	-	125	750	2,587	(1,837)
Supplies	2,750	229	-	229	1,374	537	837
Information Technology	38,507	2,460	1,632	828	14,760	7,364	7,396
Board Member Expenses	12,765	334	-	334	6,254	7,606	(1,352)
Development & Training	16,000	1,334	110	1,224	8,004	5,414	2,590
Dues, Fees & Subscriptions	7,180	-	-	-	1,060	263	797
Printing & Reproduction	2,000	167	325	(158)	1,002	2,235	(1,233)
Travel - Board Staff	46,000	3,833	1,366	2,467	23,993	12,908	11,085
Equipment - Leased	7,800	650	635	15	3,900	3,653	247
Strategic Initiatives	30,846	-	(200)	200	26,846	25,808	1,038
Contracted Services	22,000	5,500	-	5,500	11,000	8,765	2,235
Audit & Legal Expense	36,000	3,000	2,236	764	18,000	13,418	4,582
Total Board Funding Available for FY 2017	\$ 1,246,075	\$ 104,507	\$ 88,719	\$ 15,788	\$ 609,896	\$ 583,029	\$ 26,867



**Report on the Quarterly
Financial Evaluation of**

Workforce Solutions Northeast Texas

In its capacity of Workforce Development Board for the
Northeast Texas Workforce Development Area and fiscal agent
for its Workforce and Childcare Contractor Principle Concepts,
LLC

Issued April 19, 2017

Report Demographics

Report Number: NETWDB 17-03

Report Type: Final

Report Issue Date: April 19, 2017

Review Type: Financial Evaluation of the 1st Quarter ended December 31, 2016

Review Period: October 1, 2016 through December 31, 2016

Entities Reviewed: **Principle Concepts, LLC** Childcare Contractor and Workforce Center Operator (Contractor) and **Workforce Solutions Northeast Texas** (the Board) as the Board and fiscal agent.

Review Conducted by: **E. Taylor and Associates**
Sujuane Smith
Edward Taylor

Dates of Fieldwork: Fieldwork March 27-31, 2017 and Desk Review continued offsite subsequent to fieldwork.

pplicable Definitions

Board: The *Northeast Texas Workforce Development Board* created pursuant to Texas Government Code §2308.253 and certified by the Governor pursuant to Texas Government Code §2308.261.

Commission: The Texas Workforce Commission (TWC)

Department of Labor or DOL: The United States Department of Labor, including its agencies and organizational units.

Determination: A weakness in internal controls and/or an instance of non-compliance with applicable policies, laws and regulations.

Disallowed Costs: Those charges to an award that are determined to be unallowable, in accordance with the applicable Federal cost principles, applicable State rules, regulations, policies or other terms and conditions contained in the award.

Finding: An item (s) of noncompliance and /or a deficiency that is required to be reported pursuant to the applicable promulgations for the funding source(s) being monitored. Prompt and immediate corrective actions are required in accord with the policy(s) of the funding source(s) entity.

FMGC: Texas Workforce Commission Financial Manual for Grants and Contracts

Observation: A reportable condition that does not currently have a material effect on internal controls and the accuracy of the financial information. An observation, if not addressed, presents the possibility of a future circumstance of non-compliance and/or internal control weaknesses.

OMB: The United States Office of Management and Budget.

Questioned Cost: A cost that is questioned by the monitor because of a monitoring finding **(1)** that resulted from a violation or possible violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the use of Federal funds, including funds used to match Federal funds; **(2)** where the costs, at the time of the monitoring review, are not supported by adequate documentation; or **(3)** where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Recommendation: Suggested corrective action(s) for a finding and/or observation identified in a monitoring report. The recommendation, where and when appropriate, should address the cause of the problem, not the problem itself.

WIA: Workforce Investment Act, Public Law 105-220, 29 U.S.C.A. §2801 et seq. References to WIA include references to WIA formula allocated funds unless specifically stated otherwise.

Review Scope

This quarterly financial review evaluated **Principle Concepts, LLC** Childcare Contractor and Workforce Center Operator (Contractor) and **Workforce Solutions Northeast Texas** (the Board) as the *Workforce Board* and *fiscal agent* for **Principle Concepts, LLC**.

The review was performed to assess the reliability of current fiscal data, the degree of compliance with applicable policies, laws, regulations and the adequacy of internal controls. The following areas/items were examined:

1. **Bank Statements and Reconciliations:** For the period October 1, 2016 through December 31, 2016 for the Boards cash account. The review included an examination of the reconciliations, collateral agreements, and affiliated internal controls.
2. **Board Payroll:** Payroll records and personnel files for four (4) Board employees for the pay periods ending:
 - October 7, 2016
 - October 21, 2016
 - November 4, 2016
 - November 18, 2016
 - December 2, 2016
 - December 16, 2016
 - December 30, 2016

Documents reviewed included employee I-9 and W-4 forms, pay authorization documentation and time sheets. Time and effort allocations for each of the sampled employees were evaluated.

3. **Workforce Center Payroll:** Payroll records and personnel files for eight (8) Contractor/Workforce Center employees for the pay periods ending:
 - October 15, 2016
 - October 29, 2016
 - November 12, 2016
 - November 26, 2016
 - December 12, 2016
 - December 24, 2016
 - January 8, 2017

Documents reviewed included employee I-9 and W-4 forms, pay authorization documentation and time sheets. Time and effort allocations for each of the sampled employees were evaluated.

4. **Disbursements:** Supporting documentation for forty-one (41) judgmentally sampled Board and Workforce Center Operator disbursement transactions occurring during the review period of period October 1, 2016 through December 31, 2016.

Because of inherent limitations in any system of internal accounting and administrative controls used in administering federal financial assistance programs, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the systems to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate. The workpapers and source documents resultant from this review are maintained by *E. Taylor and Associates* and are available for inspection with approval by the *Northeast Texas Workforce Development Board (the Board)*.

Review Findings and Observations

Our financial review of **Principle Concepts, LLC** Childcare Contractor and Workforce Center Operator and **Workforce Solutions Northeast Texas** (the Board) as the Board and fiscal agent evaluated a representative sample of the areas as outlined in the **Review Scope** section of this report. Our review did not determine any reportable instances of material financial non-compliance and/or significant weaknesses in internal financial controls. *Accordingly, no findings and/or observations are presented.*

1 **NORTH EAST TEXAS WORKFORCE DEVELOPMENT BOARD**
2 **BY-LAWS**

3
4 **ARTICLE I. NAME OF ORGANIZATION**

5 The name of this organization is the North East Texas Workforce Development Board,
6 dba Workforce Solutions Northeast Texas (hereinafter referred to as “Board”).
7

8 **ARTICLE II. LOCATION OF OFFICES**

9
10 The principal office of the Board shall be located in the workforce development area at a
11 location approved by the Board.
12

13 **ARTICLE III. PURPOSE AND AUTHORITY**

14
15 The purposes of the Board are to provide policy guidance, planning, oversight, and
16 evaluation for all workforce development programs for the North East Texas Workforce
17 Development Area, defined as Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris,
18 Red River and Titus counties within the State of Texas, in accordance with:
19

20 The agreement between and among the Chief Elected Officials (CEO) of the counties of
21 Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River and Titus “workforce
22 development area”, hereinafter referred to as the “Partnership Agreement”; and
23

24 Texas Senate Bill 642, as amended by Texas House Bill 1863, and any subsequent state
25 or federal workforce development legislation.
26

27 **ARTICLE IV. FUNCTIONS, POWERS, AND DUTIES**

28 The functions, powers, and duties of the Board shall include, but are not limited to:
29

- 30 • Maintain a strategic focus on workforce issues in the workforce development
31 area;
- 32
- 33 • Set local workforce policy;
- 34
- 35 • Stay abreast of and communicate the constantly changing needs of the business
36 community;
- 37
- 38 • Build a service delivery plan based on the demands of the labor market;
- 39
- 40 • Develop expectations of performance outcomes and customer satisfaction;
- 41
- 42 • Design a network of services that effectively serves both employers and job
43 seekers;
- 44
- 45 • Set performance measures for the local workforce system, including but not
46 limited to legislative and federal performance targets;

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- Protect the integrity of the local workforce system by assuring compliance with the Board’s most recent policy regarding ~~Conflict of Interest and Code of Conduct~~; Governing Board Code of Ethics and Conduct Including Conflict of Interest. In accordance with that policy:

A Board member may not vote on any matter that would provide direct financial benefit to the member or the member’s immediate family, or on matters of the provision of services by the member or the entity the member represents. Board members may not participate in a decision in which the member has a direct or indirect interest, particularly a financial interest, which is in substantial conflict with the discharge of the duties of the Board. A Board member will avoid even the appearance of a conflict of interest. Prior to taking office, Board members must provide a written declaration to the Board Chair of all substantial business interests or relationships they, or their immediate families, have with all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from the Board. Such declarations will be updated within 30 days to reflect any changes in such business interests or relationships. The Board will appoint an individual to timely review the disclosure information and advise the Board Chair and appropriate members of potential conflicts.

Prior to a discussion, vote, or decision on any matter before the Board, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization, or property that would be pecuniary affected by any official Board action, that member must disclose the nature and extent of the interest or relationship and abstain from voting on or in any other way participating in the decision on the matter. All such abstentions will be recorded in the minutes of the Board meeting.

The definition of immediate family, substantial interest and the penalties, sanctions, or other disciplinary actions for any direct violations of the Board conflict of interest policy will be set forth in the Governing Board Code of Ethics and Conduct Including Conflict of Interest policy.

- Originate any and all amendments to the Board’s adopted bylaws; and
- Direct the Executive Director to make adjustments, as appropriate, to ensure quality of services and attainment of goals.

ARTICLE V. MEMBERSHIP AND VOTING

Composition. The membership of the Board shall be consistent with the requirements of state enabling legislation and the agreements governing this Board. The Board reserves

92 the right to change the size and composition of the Board consistent with these rules and
93 other applicable law.

94
95 Board Size. The initial size of the Board is twenty-five (25) active voting members but
96 may be adjusted up or down consistent with applicable rules, law, or statute and terms of
97 the Partnership Agreement.

98
99 Representation by Political Jurisdiction. Each county in the workforce development area
100 shall be represented on the Board and in accordance with the Partnership Agreement.
101 Appointments to the Board will be made by the designated Chief Elected Official(s), in
102 accordance with the guidelines of the State and by the terms of the Partnership
103 Agreement.

104
105 Term of Office. Board members serve staggered three (3) year terms of office. Each
106 Board member shall serve a term of three (3) years, unless such an appointment shall
107 constitute the filling of an unexpired term. The term of appointment shall run from
108 October 1st of year one through September 30th of year three. These terms shall be
109 staggered so one-third of the terms expire each year. An individual is considered to be a
110 member of the Board, with full rights and privileges of a member, upon appointment by
111 the appropriate Chief Elected Official and certification by the Texas Workforce
112 Commission. In order to continue to serve on the Board when their term expires,
113 members must be reappointed according to the terms of the Partnership Agreement and
114 current state and federal rules and guidelines.

115
116 Nomination and Appointment. Nominations for Board membership shall be solicited
117 according to applicable state and federal law, statutes, and rules governing the Board. The
118 Board shall consult with the chief elected officials so that the Board is in compliance with
119 membership rules and regulations.

120
121 Membership Requirements. Board members shall reflect, insofar as is reasonably
122 possible the ethnic and geographic diversity of the workforce development area and shall
123 meet the minimum requirements as set by state and federal law, statute, and rule.

124
125 Disciplinary Procedures.

- 126 • *Removal for Cause.* Members may be removed for cause whenever in the
127 judgment of two-thirds of certified members present at a meeting and
128 voting thereon, the best interest of the Board will be served. Such cause
129 may include, but is not limited to, absences, lack of participation, or
130 conduct prejudicial to the best interest of the Board.
- 131 • *Statement of Charges.* In order to dismiss a member for cause, a statement
132 of the charges constituting cause for removal shall be sent by hand
133 delivery or by certified mail to the member under charges at his or her last
134 recorded address and to the chief elected official responsible for the
135 member's nomination at least 15 days before final action is taken thereon.
136 This statement shall be accompanied by a notice of the time and place the
137 Board is to take action on the charges. The member shall be given an

138 opportunity to present a defense at that time and place mentioned in the
139 notice.

- 140 • *Removal due to Absence.* Members are subject to removal after three
141 consecutive absences from regularly scheduled Board meetings.
- 142 • *Other Disciplinary Procedures.* All other disciplinary procedures shall be
143 in accordance with the parliamentary authority.

144
145 Vacancies. Vacancies in unexpired terms are filled in the same manner as nominations
146 and appointments.

147
148 Voting. Members must be certified, present and in good standing with the Board to vote.
149 Members may not give proxy-voting authority to any other member or to any other
150 person.

151
152 **ARTICLE VI. MEETINGS**

153
154 Open Meeting. The Board will conduct all business in compliance with requirements of
155 the Texas open meetings laws.

156
157 Schedule of Meetings.

- 158 • *Regular Meetings.* The Board will meet at least quarterly throughout the
159 year. The Board may meet more frequently, as it determines necessary.
- 160 • *Special Meetings.* The Chair, or twenty percent of the membership of the
161 Board, may call a special meeting with a minimum of seventy-two (72)
162 hours notice to all members. Attendance of a member at a meeting shall
163 constitute a waiver of notice of such meeting.
- 164 • *Standing Committee Meetings.* Standing committees may meet to conduct
165 business at any time with a minimum of seventy-two (72) hours notice to
166 all committee members. Standing committees shall meet in accordance
167 with the committee charter and shall present a report of activities and
168 recommendations for action at each board meeting.
- 169 • *Ad Hoc Committee Meetings.* Ad hoc committees may meet to conduct
170 business at any time in accordance with the committee charter.
- 171 • *Executive Sessions.* The Board may meet in Executive Session and shall
172 maintain policy and procedure regarding posting and conducting executive
173 sessions that is in compliance with current state law, statues, and rules.

174
175 Quorum. A quorum shall consist of a simple majority of certified members in good
176 standing.

177
178 Electronic and Other Meetings. The Board and the Executive Committee may utilize telephone
179 or video conferencing if such meetings are held in accordance with Open Meetings law and
180 Board policy. All other committees may conduct telephone conferences, web conferences, video
181 conferences, or other approved electronic media in order to conduct business.

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ARTICLE VII. OFFICERS

Officers. The officers of the Board are Chair, Vice-Chair, Treasurer, and Secretary

- *Chair.* The Board Chair presides at all meetings, appoints committee members, assures that each member is assigned to at least one standing committee, serves as an ex-officio member of all committees, reviews statements of and advises members regarding conflict of interest, and takes other duties as the Board may assign. The Chair shall be a non-voting member except in the case of a tie vote.
- *Vice Chair.* The Vice-Chair certifies the quorum and takes other duties as the Board may assign. In absence of the Chair, the Vice Chair presides over meetings, appoints committees, certifies the quorum, and takes other duties as the Board may assign.
- *Treasurer.* The Treasurer is responsible for the oversight of the financial records of the Board and takes other duties as the Board may assign. In absence of both Chair and Vice Chair, the Treasurer presides over meetings and fulfills the duties of both the Chair and the Vice-Chair.
- *Secretary.* In absence of Chair, Vice Chair, and Treasurer, the Secretary appoints a member to fulfill the duties of the Secretary and the Treasurer, presides over meetings, and fulfills the duties of the Chair and the Vice-Chair. The secretary shall be responsible for oversight of the minutes of regular meetings, keeping secure the minutes or certified agendas of closed meetings, sending out notices and agendas and coordinating the performance review of the Executive Director.

Nominations and Elections. The officers of the Board shall be elected by a majority vote of certified members present and voting at a regular meeting designated by the Board for elections during the month of August in odd numbered years. Terms for newly elected officers shall begin on the first day of October after the August election. Each officer serves a two-year (2) term and may serve up to two (2) consecutive terms.

Eligibility.

- *Chair.* The Board Chair must be a certified member from among the private sector representatives on the Board, and have served at least one (1) year as a Board member.
- *Vice Chair.* The Vice Chair must be a certified member from among the representatives of the private sector and have served at least one (1) year as a Board member.
- *Treasurer.* The Treasurer may be a certified member from among any sector represented on the Board.
- *Secretary.* The Secretary may be a certified member from among any sector represented on the Board.

228 Vacancies. The Board shall elect a successor to fill the unexpired term of any officer at
229 the first regularly scheduled meeting following the meeting in which notice of a vacancy
230 is received.

231

232 **ARTICLE VII. EXECUTIVE COMMITTEE**

233

234 Composition. The Executive Committee shall seat no fewer than seven (7) members and
235 shall be composed of at least the current officers of the Board, and three additional at-
236 large members, at least two of which must be from the private sector. At-large members
237 of the Executive Committee are elected at the same time and in the same manner as
238 officers. A quorum shall consist of four (4) voting members in good standing.

239

240 Authority. The Executive Committee shall serve as the central management group for the
241 Board. The Executive Committee shall have the authority to act for and manage the
242 affairs of the Board during the periods between regularly scheduled Board meetings and
243 is therefore subject to the posting requirements of the Open Meetings Act.

244

245 Reporting. Decisions made by the Executive Committee shall be reported to the Board
246 at the next regularly scheduled meeting.

247

248 Meetings. The Executive Committee shall meet as advisable or necessary to timely fulfill
249 its responsibilities

250

251 Responsibility. The Executive Committee is responsible to:

252

- 253 • Hire, supervise, evaluate, discipline, and discharge the Executive Director. Provide
- 254 policy guidance and direction to the Executive Director
- 255 • Investigate complaints regarding Board members or the Executive Director
- 256 • Recommend disciplinary action of Board members to the Board
- 257 • Recruit and retain members for the Board
- 258 • Oversight of new member orientation
- 259 • Tracking and trending member attendance
- 260 • Suggesting topics for member training and development
- 261 • Board compliance with membership requirements
- 262 • Reviewing statements of and advising members regarding conflict of interest
- 263 • Assign tasks to standing committees dependent upon the internal or external
- 264 nature of the task to be completed.

265

266 **ARTICLE IX. COMMITTEES**

267

268 Standing Committees. The Board shall have two (2) standing committees, each of which
269 must be chaired by a member of the Executive Committee.

270

271

272 *Internal Affairs.* The Internal Affairs Committee shall seat no more than 12 members in
273 good standing and shall be chaired by a member of the Executive Committee. The

274 Internal Affairs Committee is an advisory committee which may only make
275 recommendations to, and may not take action on behalf of the Board as a whole. The
276 Internal Affairs Committee focuses on internal and operational issues coming before the
277 board including but not limited to, issues related to finance, audits, oversight, contracts,
278 policy, and facilities.
279

280 *External Affairs.* The External Affairs Committee shall seat no more than 12 members in
281 good standing and shall be chaired by a member of the Executive Committee. The
282 External Affairs Committee is an advisory committee which may only make
283 recommendations to, and may not take action on behalf of, the Board as a whole. The
284 External Affairs Committee focuses on external issues, including events, legislative
285 affairs, community and public relations, planning, publications and marketing.
286

287 *Ad Hoc Committees.* The Chair may create ad hoc committees as necessary for the
288 proper and efficient operation of the Board.
289

290 The creation of additional ad hoc committees and appointment of members to these
291 committees will be at the discretion of the Chair, with the approval of the Executive
292 Committee, as the need arises or as the Board may direct.
293

294 The Chair shall present the Executive Committee with a description of the proposed
295 committee that includes, at a minimum, a description of the structure, charge, roles and
296 expectations, meeting schedule, and funding source, if any.
297

298 Members who are not formally appointed to a committee may volunteer to join the
299 committee as a member with full rights and responsibilities and meet with appointed
300 members to carry out committee business.
301

302 Ad hoc committees shall meet at such times as advisable or necessary to timely fulfill
303 their responsibilities and will be active for a necessary period of time until their
304 objectives are met or until dissolved by the Chair with approval of the Executive
305 Committee. Ad hoc committees will submit progress reports as necessary and file a final
306 report.
307

308 **ARTICLE X. PARLIAMENTARY AUTHORITY**

309

310 The rules contained in latest edition of Robert's Rules of Order will govern in all cases
311 and all meetings when they are not inconsistent with these by-laws or any special rules of
312 order the Board may adopt.
313

314 **ARTICLE XI. AMENDMENTS**

315

316 These bylaws can be amended by a 2/3 vote of certified members present and in good
317 standing, and upon concurrence by a majority of the workforce development area Chief
318 Elected Officials, at any regular or special meeting providing that notice was given at the

319 previous meeting in writing and then sent to all members of the Board by the Secretary.
320 Prior notice may be sent by post, email, or fax.

321

322

323 | Approved and adopted this _____ day of _____, 2017

324

325

326

327 _____ Date

328

329

330

331 Attested to and Ratified by Lead CEO _____ Date

332

333

334

335 _____ Date

336

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Rolling Performance Periods*

BOARD NAME: NORTH EAST TEXAS

FINAL RELEASE
As Originally Published 3/31/2017
FEBRUARY 2017 REPORT

Status Summary		With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP										
Contracted Measures		5	10	2	88.24%										
Source	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	One Year Earlier	Two Years Earlier	YTD Num	QTR 1	QTR 2	QTR 3	QTR 4	From	To
Notes									YTD Den						

Reemployment and Employer Engagement Measures

TWC	Claimant Reemployment within 10 Weeks	MP	96.53%	57.69%	59.50%	55.69%	58.48%	59.75%	2,814	59.55%	52.49%	56.71%	54.55%	12/15	11/16
									5,053						
TWC	# of Employers Receiving Workforce Assistance	MP	96.24%	1,729	1,747	1,664	1,753	1,863	----	816	985	942	730	3/16	2/17

Program Participation Measures

TWC	Choices Full Work Rate - All Family Total	MP	101.23%	55.94%	50.00%	56.63%	48.95%	44.55%	38	59.59%	59.78%	59.22%	47.93%	3/16	2/17
									66						
TWC	Avg # Children Served Per Day - Discretionary	n/a	94.93%	1,026	1,041	974	1,115	n/a	254,123	1,050	1,021	872	949	3/16	2/17
									261						
	Avg # Children Served Per Day - Discretionary (Discrete Month)	n/a	n/a	n/a	----	1,022	1,095	1,074	20,441	n/a	n/a	n/a	n/a	2/17	2/17
									20						

WIOA Outcome Measures

TWC	Employed/Enrolled Q2 Post Exit – All Participants	MP	103.77%	65.87%	63.40%	68.35%	68.76%	65.93%	15,576	68.35%	68.35%	68.35%	68.35%	1/15	12/15
									22,788						
TWC	Employed/Enrolled Q2-Q4 Post Exit – All Participants	MP	102.72%	81.36%	78.80%	83.57%	83.96%	82.45%	13,295	85.23%	82.61%	83.07%	83.14%	7/14	6/15
									15,909						
TWC	Median Earnings Q2 Post Exit – All Participants	+P	105.01%	\$4,210.00	\$3,970.00	\$4,420.75	\$4,355.00	\$4,299.94	n/a	\$4,776.98	\$4,736.30	\$4,140.65	\$4,128.33	1/15	12/15
									15,355						
TWC	Credential Rate – All Participants	n/a	n/a	n/a	n/a	67.06%	65.15%	62.69%	114	73.68%	62.50%	63.04%	66.67%	7/14	6/15
									170						
DOL-C 1	Employed Q2 Post Exit – Adult	MP	104.71%	79.85%	79.40%	83.61%	69.77%	76.19%	51	90.00%	70.59%	86.67%	89.47%	1/15	12/15
									61						
DOL-C 1	Employed Q4 Post Exit – Adult	MP	102.64%	66.34%	74.10%	68.09%	81.48%	81.01%	32	72.73%	44.44%	80.00%	70.59%	7/14	6/15
									47						
DOL-C 1	Median Earnings Q2 Post Exit – Adult	-P	78.08%	\$6,344.00	\$6,460.00	\$4,953.29	\$4,477.63	\$4,544.77	n/a	\$7,091.53	\$5,572.79	\$2,525.61	\$4,324.56	1/15	12/15
									51						
DOL-C 1	Credential Rate – Adult	MP	104.99%	70.40%	60.80%	73.91%	62.07%	73.33%	17	100.00%	60.00%	66.67%	77.78%	7/14	6/15
									23						
DOL-C 1	Employed Q2 Post Exit – DW	MP	101.45%	87.02%	86.50%	88.28%	79.12%	78.34%	128	82.98%	92.11%	86.11%	95.83%	1/15	12/15
									145						
DOL-C 1	Employed Q4 Post Exit – DW	+P	105.72%	75.06%	76.10%	79.35%	79.94%	82.05%	146	84.13%	63.89%	82.98%	81.58%	7/14	6/15
									184						
DOL-C 1	Median Earnings Q2 Post Exit – DW	-P	94.20%	\$6,597.00	\$6,660.00	\$6,214.68	\$7,465.27	\$6,495.00	n/a	\$6,464.60	\$6,380.98	\$6,321.70	\$5,135.09	1/15	12/15
									128						
DOL-C 1	Credential Rate – DW	+P	118.07%	63.52%	55.60%	75.00%	55.56%	77.50%	39	64.29%	78.57%	76.47%	85.71%	7/14	6/15
									52						
DOL-C 1	Employed/Enrolled Q2 Post Exit – Youth	+P	131.48%	67.47%	76.60%	88.71%	93.33%	78.79%	55	66.67%	50.00%	100.00%	88.57%	1/15	12/15
									62						

* Where Rolling data is not available, YTD or ARRA Grant Period data is indicated where possible. These instances are highlighted via shading/bold font in the 'From/To' columns.

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Rolling Performance Periods*

BOARD NAME: **NORTH EAST TEXAS**

FINAL RELEASE
As Originally Published 3/31/2017
FEBRUARY 2017 REPORT

Source	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	One Year Earlier	Two Years Earlier	YTD Num YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
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WIOA Outcome Measures

DOL-C 1	Employed/Enrolled Q4 Post Exit – Youth	MP	100.68%	81.08%	82.00%	81.63%	96.08%	73.61%	<u>40</u> 49	90.32%	70.00%	66.67%	50.00%	7/14	6/15
DOL-C 1	Credential Rate – Youth	+P	106.41%	80.23%	76.80%	85.37%	82.05%	75.56%	35 <u>41</u>	92.31%	75.00%	66.67%	100.00%	7/14	6/15

1. YTD results are impacted by seasonality and differing casemixes quarter-to-quarter which makes comparison of partial YTD performance to Year End target problematic since the Year End target was based on changes from the BCY16 performance period to the BCY17 performance period and partial periods won't include all of those changes.

* Where Rolling data is not available, YTD or ARRA Grant Period data is indicated where possible. These instances are highlighted via shading/bold font in the 'From/To' columns.

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