

WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA

Place: Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant, Texas
Date: June 27, 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 March 22, 2018 Executive Committee minutes.*
6. Update regarding the 2018 board appointments and re-appointments.
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.
 - Child care funding
 - Budget planning process
 - TWC award nominations
 - Workforce and Economic Prosperity Summit
 - 60X30 TX Initiative
8. Announcements
 - TWC Annual Conference held November 28-30, 2018 at the Hilton-Americas in Houston
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

March 22, 2018
Sulphur Springs/Hopkins County Economic Development Corporation
1200 Enterprise Lane
Sulphur Springs
11:30 AM

Item 1. Call to order

Ms. Jennifer Harland, Workforce Solutions Northeast Texas Board Chair, called the Executive Committee meeting to order at 12:26 p.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 February 28, 2018

Mr. Scott Brown made the motion to approve the February 28, 2018 Executive Committee minutes. Dr. Kevin Rose seconded the motion. All were in favor. None opposed. Motion carried.

Item 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, Session 551.074 – Personnel Matters.

Ms. Harland recessed the meeting into closed executive session at 12:28 p.m.

Item 7. Reconvene open meeting to discussion and take action, if any, on items presented in closed executive session.

Ms. Harland reconvened the meeting at 1:19 p.m.

Mr. Roger Feagley made a motion to give the Executive Director, Mr. Randy Reed, a 3% merit increase effective March 12th. Mr. Brown seconded the motion. All were in favor. None opposed. Motion carried.

Mr. Feagley suggested that in the future the evaluation process be condensed to one week.

Mr. Reed stated that he appreciates the confidence the board members show and he will pledge to always perform to the best of his ability and continue to move the organization forward and address any challenges encountered.

Ms. Harland stated that Mr. Reed's leadership and guidance is appreciated.

Workforce Solutions Northeast Texas

Executive Committee Minutes

Item 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.

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

- **Commissioners Regional Meeting**

The Texas Workforce Commissioner (TWC) Commissioners are in the process of planning. As a result, they met with the board chairs and the executive directors across the state. Now, they will be meeting with the workforce partners and stakeholders. The meeting Northeast is invited to is scheduled for March 28th in Dallas. Mr. Feagley has accepted an invitation to represent economic development and Dr. Pam Anglin, President of Paris Junior College (PJC) has accepted an invitation to represent adult education and higher education. Those boards attending this meeting in Dallas are Greater Dallas, Tarrant County, North Central, Texoma, North Texas, Heart of Texas, and Central Texas. There will be three panels; education, economic development/industry, and executive directors.

- **Layoff Notices**

Luminant – 193 employees affected (still waiting on funding to serve those affected)
Harte Hanks in Texarkana – 460 employees affected
Red River Army Depot – 600 employees affected

A request has been made to TWC for funding to serve these dislocated workers.

The TWC monitoring visit went well. There is one question open regarding a practice used in the Supplemental Nutrition Assistance Program (SNAP) on employment verifications. Case Managers complete an employment verification, but every hire is not validated since Health and Human Services Commission (HHSC) validates those. However, the TWC monitors believe all validations should be in the case file. Last summer, the SNAP Technical Assistance (TA) from TWC visited and told staff that all of the validations are not necessary. The two groups from TWC will discuss the issues and provide a definitive answer. Another issue is regarding the front desk computer screen being where private information may be visible. Purchase of a security screen for the computer will be made.

Item 9. Announcements

- Full Board meeting April 25th
- Quarterly Chief Elected Official (CEO) meeting April 26th

Item 10. Adjourn

Ms. Harland adjourned the Executive Committee meeting at 1:35 p.m.

Executive Committee Members Present

Jennifer Harland/Board Chair
Roger Feagley/Secretary
Scott Brown
Kevin Rose

Board Staff Present

Randy Reed/Executive Director
April Corbit/Board Relations Coordinator