

**WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA**

**Place: Workforce Solutions Northeast Texas Board Office
911 North Bishop, Building A
Wake Village, Texas
Date: July 13, 2017
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, consideration and possible action regarding approval of the March 22, 2017 Executive Committee minutes.*
6. Appointment of Nomination Committee for the election of officers to be held August 2017*
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.
 - Sulphur Springs Office
 - Vocational Rehabilitation Consolidation
 - Employer of the Year Nominations
 - Board Member Takeaways
 - Board Member Resignations
8. Announcements
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, 2017
Sulphur Springs/Hopkins County Economic Development Corporation
1200 Enterprise Lane
Sulphur Springs, Texas
11:30 AM

Item 1. Call to order

Ms. Jennifer Harland, Workforce Solutions Northeast Texas Board Chair, brought the Executive Committee meeting to order at 11:30 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 February 22, 2017

Ms. Sheryl Paden made the motion to approve the February 22, 2017 Executive Committee minutes. Ms. Dean Ransdell seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion, consideration, and action regarding the revisions made to the Performance Management and Compensation policy.

Mr. Randy Reed, Executive Director discussed the revisions made to the Performance Management and Compensation policy noting the removal of the reference to the employment agreement for the Executive Director, since there is not one in place.

Discussion pursued about the definition of exempt versus non-exempt employees. The board currently has 1 non-exempt employee on staff.

Mr. Scott Brown made a motion to approve the Performance Management and Compensation policy. Ms. Ransdell seconded the motion. All were in favor. None opposed. Motion carried.

Item 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.

Ms. Harland recessed the Executive Committee into closed executive session at 12:15 p.m.

Workforce Solutions Northeast Texas

Executive Committee Minutes

Item 8. Reconvene open meeting to discuss and take action, if any, on items presented in closed executive session.

Ms. Harland reconvened the Executive Committee meeting at 1:06 p.m.

Mr. Feagley made the motion to give the Executive Director a 3.8% merit increase effective March 13, 2017. Ms. Paden seconded the motion. All were in favor. None opposed. Motion carried.

Mr. Reed thanked the Committee members for the confidence they have shown in him and pledged to continue to work at meeting their expectations and the goals of the organization.

Item 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.

- **60x30TX Initiative**

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.

- **JET Grants**

TWC Commissioner Julian Alvarez attended a check presentation for Linden-Kildare Consolidated Independent School District on Friday, February 24th. Linden-Kildare CISD was awarded a \$70,000 Jobs and Education for Texans (JET) Grant to establish a culinary arts program.

- **Expansion of High Demand Job Training Grant with Business Associations**

The expansion of the High Demand Job Training Grant allows business associations to match dollars for training. A grant for \$100,000 is being submitted with International Paper (IP) to establish a training facility and allow Texarkana College to conduct the training at the IP location. IP has pledged \$129,000 in the grant application to TWC,000 which totals 229,000 for training individuals at IP.

- **Texas Internship Challenge**

The Texas Tri-Agency partners (TWC, Texas Education Agency (TEA), and The Higher Education Coordinating Board (THECB)) recently announced the Texas Internship Challenge and established a website to allow employers to post internship opportunities. That website is: www.TXInternshipChallenge.com

Ms. Harland asked if TWC recognized those employers who provide internship opportunities.

Mr. Reed stated the internships are not being paid for by TWC; however, the website will recognize employers offering paid internship opportunities. The Internship Challenge is being promoted by TWC because the internship is a service to employers and to expose young people to the workforce and to skills and experience that can be used upon completion of their education.

Workforce Solutions Northeast Texas
Executive Committee Minutes

- **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.

- **FY 2018 Planning Estimates**

According to the FY2018 planning estimates received, Northeast will have a decrease of about \$105,000 in funding which is a 5.4% decrease.

Ms. Harland asked why there is such a large decrease in funding.

Mr. Reed stated the unemployment rates are factored in the estimates and Northeast as a region currently has a low rate. Also, this year more funding went to the boards that were affected by the oil and gas layoffs.

- **Vocational Rehabilitation (VR) Consolidation**

In Sulphur Springs, there are 4 VR staff and 5 workforce center staff who will need to move to a different location to accommodate the number of staff members and private offices needed by VR. Two of the 4 VR staff are required to have private offices due to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) rules. There is an available facility that would accommodate the consolidation of the workforce center staff and VR staff. Mr. Reed and Ms. Sharon Davis, Equal Employment Officer, along with 2 staff members from the TWC Facilities Department, did a walk-through of the facility and completed an Americans with Disabilities Act (ADA)/Texas Accessibility Standards (TAS) checklist. There are very few changes that need to be made to the facility. TWC staff members sent an email approving board staff to move forward on the move. The next step is to meet with the landlord of the facility and discuss the amount for rent with the changes needed to accommodate the ADA/TAS checklist. A certified letter was sent to Ms. Deborah Wright, current landlord at the workforce center located on Posey Lane, notifying her of the changed requirements and our intent to terminate the current facility agreement due to the VR consolidation.

- **TWC Monitoring Visit**

TWC Monitors will be onsite the week of March 27th.

Item 10. Announcements

Members and Staff thanked Mr. Feagley for hosting the meeting and providing lunch.

Item 11. Adjourn

Ms. Harland adjourned the Executive Committee meeting at 1:50 p.m.

Attended

Jennifer Harland
Roger Feagley
Dean Ransdell
Scott Brown
Sheryl Paden

Board Staff

Randy Reed, Executive Director
April Corbit, Board Relations Coord.

FY 2017 Board Officers and Eligibility

Board Member	Chair 1 year Private Sector	Vice Chair 1 year Private Sector	Treasurer Any Sector	Secretary Any Sector	At-Large Private Sector	At-Large Private Sector	At-Large Any Sector
David Boone			X	X			X
Shelly Braziel			X	X			X
Scott Brown *	X	X	X	X	X	X	X
Pam Bryant			X	X			X
Larry Dotin	X	X	X	X	X	X	X
Donna Dounley			X	X			X
Mary Dwight	X	X	X	X	X	X	X
Davlyn Evans			X	X			X
Roger Feagley *			X	X			X
Carrolyn Griffin			X	X	X	X	X
Jennifer Harland *	X	X	X	X	X	X	X
Terese Kane	X	X	X	X	X	X	X
Keitha Nilsson *	X	X	X	X	X	X	X
Shanna Martin			X	X			X
Tammy Miller	X	X	X	X	X	X	X
Anthony Pinkham *	X	X	X	X	X	X	X
Kevin Rose			X	X			X
Richard Seymour			X	X			X
Mark Stanley	X	X	X	X	X	X	X
Irene Suarez			X	X			X

*** Currently holding office**