

WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA

Place: Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant, Texas
Date: August 23, 2017
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 July 13, 2017 Executive Committee minutes.*
6. Discussion and action regarding committee assignments for new Board members.
7. Discussion and recommendation for action regarding exercise of option for Contracted Service Provider*
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.
 - Sulphur Springs Open House/Ribbon Cutting
 - Vocational Rehabilitation Consolidation
 - Board Member Takeaways
 - TAWB/EDC Meeting
 - Commissioner Hughs Visit
 - Governor's Small Business Forum
 - Annual Celebration
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.

Workforce Solutions Northeast Texas
Executive Committee Minutes

July 13, 2017
Workforce Solutions Board Office
911 North Bishop, Building A100
Wake Village, Texas
10:00 AM

Item 1. Call to order

Ms. Jennifer Harland, Workforce Solutions Northeast Texas Board Chair, brought the Executive Committee meeting to order at 10:00 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 March 22, 2017

Mr. Scott Brown made the motion to approve the March 22, 2017 Executive Committee minutes. Mr. Anthony Pinkham seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Appointment of Nominating Committee for the election of officers to be held August 2017.

After extensive discussion, the Executive Committee appointed Dr. Larry Dotin as the Nominating Committee Chair and Ms. Donna Dounley, Ms. Mary Dwight, and Ms. Irene Suarez as members.

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. Reed reported on the following items:

- Sulphur Springs Office

The Sulphur Springs Workforce Center was open to the public June 26th, The Vocational Rehabilitation (VR) staff moved in the building a week later. Plans are in process for the Open House/Ribbon Cutting. The event is scheduled for August 8th at noon. E-vites will be sent to board members, Chief Elected Officials (CEOs), employers, County Commissioners, City Council members, and partners. Saputo and the Sulphur Springs/Hopkins County Economic Development Corporation have graciously offered to sponsor the event.

Workforce Solutions Northeast Texas
Executive Committee Minutes

- Vocational Rehabilitation (VR) Consolidation

VR relocations will also take place in Paris and Texarkana. Paris Workforce Center will have to build 2 more offices inside the building in order to accommodate the needs of VR. The Texas Workforce Commission (TWC) owns the building and will take charge of the construction needs. TWC asked if the Paris Workforce Center could accommodate two more VR staff. This would be a total of 7 VR staff in Paris. As a result of the added construction, the state has not provided an indication when work will begin. Consequently, the consolidation date for Paris is unknown.

VR has their own Information Technology (IT) system, but are utilizing the workforce phone system (VOIP). TWC provided funding to furnish the VR offices and other physical accommodations necessary for the co-location. There is a contract for non-recurring costs and recurring costs on a monthly basis. This will be the same set-up for the Paris and Texarkana locations. There is no plan for consolidations in Mount Pleasant.

- Employer of the Year Nominations

The nominations were due to TWC by July 6th. Saputo was nominated as the Large Employer of the Year.

- Board Member Takeaways

Ms. April Corbit, Board Relations Coordinator, is working with Workhorse Marketing, the board's marketing firm, to design a microchip card. The card has a USB port attached and will host a "Who Workforce Solutions Northeast Texas Is" Power Point presentation in order for board members to be able to present this information to other organizations.

Ms. Harland suggested that the board members try to present the information at least twice a year to the Rotary, Kiwanis, church group, etc. for outreach purposes. Those who have a presentation scheduled could let Ms. Corbit know and a log could be kept.

- Board Member Resignations

Resignations include:

Ms. Dean Ransdell – Adult Education

Ms. Sheryl Paden – Private Sector, Delta County

End of term and will not seeking re-appointment include:

Mr. Corey Campbell – Private Sector, Lamar County

Ms. Tracey Reed – Private Sector, Franklin County

Staff will be working to fill these vacancies.

Item 9. Announcements

During the August full board meeting, in addition to the election of officers, the FY2018 budget will be presented for approval. The budgeting process has begun. There will be a significant decrease from the previous year.

Quarterly CEO meeting will be held on Thursday, July 27th at 10:30 a.m. or immediately following the Ark-Tex Council of Governments (ATCOG) meeting at the Titus County Extension office in Mount Pleasant.

Workforce Solutions Northeast Texas

Executive Committee Minutes

Saputo Skills Development Fund grant check presentation is scheduled for Thursday, July 20th in Sulphur Springs.

Item 12. Adjourn

Ms. Harland adjourned the Executive Committee meeting at 10:48 a.m.

Executive Committee Members Present

Jennifer Harland/Board Chair
Anthony Pinkham/Board Vice Chair
Roger Feagley/Secretary
Scott Brown
Keitha Nilsson – via conference call

Board Staff Present

Randy Reed/Executive Director
April Corbit/Board Relations Coordinator

**Fiscal Integrity Summary
Principle Concepts
FY2017**

Review Item	Period Covered	Reviewed by Staff	Reviewed by Board/ Committee	Corrective Action Required	Questioned/ Disallowed Costs
Fiscal Monitoring (E. Taylor)	FY16Q3	9/13/2016	10/20/2016	NO	\$ -
Prgm Monitoring: Rsc Mgmt/Svc Delivery	FY16Q2	8/29/2016	10/20/2016	YES	\$ -
Prgm Monitoring: Prgm Integrity	FY16Q2	8/29/2016	10/20/2016	YES	\$ -
Fiscal Monitoring (E. Taylor)	FY16Q4	12/20/2016	1/19/2017	NO	\$ -
Prgm Monitoring: Initial Screen/Eligibility	FY16Q3	11/2/2016	1/19/2017	YES	\$ -
Prgm Monitoring: Prgm Integrity	FY16Q3	11/2/2016	1/19/2017	YES	\$ -
Prgm Monitoring: Rsc Mgmt/Svc Delivery	FY16Q3	11/2/2016	1/19/2017	YES	\$ -
Prgm Monitoring: Assessment/Service Plan	FY2016	12/19/2016	1/19/2017	YES	\$ -
Prgm Monitoring: Initial Screen/Eligibility	FY16Q4	2/7/2017	2/15/2017	NO	\$ -
Prgm Monitoring: Initial Screen/Eligibility	FY17Q1	4/6/2017	4/20/2017	NO	\$ -
Prgm Monitoring: Rsc Mgmt/Svc Delivery	FY17Q1	4/6/2017	4/20/2017	NO	\$ -
Prgm Monitoring: Prgm Integrity	FY17Q1	4/6/2017	4/20/2017	NO	\$ -
A-133 Audit of Workforce Solutions NETX	FY2016	6/16/2017	6/22/2017	NO	\$ -
Program Specific Audit of Principle Concepts	FY2016	6/16/2017	6/22/2017	NO	\$ -
Prgm Monitoring: Initial Screen/Eligibility	FY17Q2	6/5/2017	6/22/2017	YES	\$ -
Prgm Monitoring: Rsc Mgmt/Svc Delivery	FY17Q2	6/5/2017	6/22/2017	YES	\$ -
Prgm Monitoring: Prgm Integrity	FY17Q2	6/5/2017	6/22/2017	YES	\$ -
Fiscal Monitoring (E. Taylor)	FY17Q1	4/19/2017	6/22/2017	NO	\$ -
Fiscal Monitoring (E. Taylor)	FY17Q2	8/14/2017	8/17/2017	NO	\$ -