

WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA

Place: North East Texas Credit Union
105 West 18th Street
Mount Pleasant, Texas
Date: September 26, 2018
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 August 22, 2018 Executive Committee minutes.*
6. Recess into closed executive session to discuss performance awards to Board employees as provided for in the Open Meetings Act, Section 551.074 – Personnel Matters.
7. Reconvene open meeting to discuss and take action, if any, on items presented in closed executive session.
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.
 - VR co-location update
 - Contract agreement with Principle Concepts, LLC
 - Tri-Agency Education to Workforce Summit
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.

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August 22, 2018
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 9:32 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 June 27, 2018

Ms. Mary Dwight made the motion to approve the June 27, 2018 Executive Committee minutes. Mr. Scott Brown seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion, consideration, and possible recommendation for action regarding exercise of option for Contracted Service Provider.

The current contract with Principle Concepts, LCC, the Contracted Service Provider, expires on September 30, 2018. The current contract has two more options for renewal. The final option period will end in 2020. Board staff have completed and documented the fiscal integrity review. The fiscal integrity review shows there are no questioned or disallowed costs or performance issues, which would preclude exercise of the option for FY 2019. The management fee of \$153,000 a year has not increased since 2015. This fee includes payroll, benefits, travel, communications and miscellaneous expenses.

Ms. Harland asked if other boards have options of renewal for their Contracted Service Provider contracts and if there is an evaluation process for a potential merit increase.

Mr. Reed stated that exercising options is practiced by other boards. The next step in the renewal process is to contact Ms. Deborah Brewer, Managing Director, for a proposal in order to provide the board with information on her expectations for the next year. Ms. Brewer is a contractor rather than an employee and her fee is determined through contract negotiations.

Dr. Kevin Rose asked if there is a separation between the Principle Concepts, LLC management fee and the organization being overseen.

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Mr. Reed stated that Ms. Brewer is the sole proprietor of Principle Concepts, LLC and she accepts full responsibility for adherence to all the terms in the contract including the performance provisions and the liability for questioned or disallowed costs. The contract requires Principle Concepts to carry insurance and fidelity bonding and, in addition, \$25,000 is being withheld in escrow should there ever be a disallowed or questioned cost.

Dr. Rose asked if Principle Concepts, LLC receives any other funding.

Mr. Reed stated the organization does not receive other funding. The monthly payment for the management fee from the board flows directly to Principle Concepts, LLC. The Board is the fiscal agent for the contract operations, none of which are paid to Principle Concepts.

Ms. Dwight made a motion to recommend to the Full Board to exercise the option for the Contracted Service Provider upon satisfactory contract negotiations. Ms. Keitha Nilsson seconded the motion. All were in favor. None opposed. Motion carried.

Item 7. Discussion, consideration, and possible recommendation for action regarding the Resolution in support of complete widening of US 271 and US 82 to four lanes in Lamar and Red River Counties.

Mr. Reed reported the resolution is a request from Honorable M.C. Superville, Lamar County Judge. A very similar resolution was discussed and approved at the Ark-Tex Council of Governments (ATCOG) and Chief Elected Officials (CEO) meeting in July. A representative from TX-DOT addressed the group because plans for future funding is in process.

Mr. Brown asked how Workforce Solutions Northeast Texas is involved with the resolution.

Ms. Harland stated that Workforce Solution Northeast Texas is involved through the economic development initiatives of the workforce board.

Mr. Reed read the following from the resolution, “Workforce Solutions Northeast Texas recognizes the importance of such infrastructure to the economic vitality and employment in the Workforce Development Area.” He also indicated the more support for these kinds of initiatives, the greater the chance it will move up on the priority list with TX-DOT.

Mr. Brown made a motion to recommend to the Full Board the adoption of the resolution in support of complete widening of US 271 and US 82 to four lanes in Lamar and Red River Counties. Ms. Dwight seconded the motion. All were in favor. None opposed. Motion carried.

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:

- **Vocational Rehabilitation**

Vocational Rehabilitation (VR) has been merged in the Paris Workforce Center. The process is working well. The contract to move forward in Texarkana has not been received from the Texas Workforce Commission (TWC). There is \$189,000 expenditure required and funded by TWC to allow the landlord at the Greater Texarkana Workforce Center to construct the internal changes to accommodate the 20 VR staff merging in the center.

- **TAWB/EDC Meeting**

TWC Management staff and the Executive Directors discussed the following issues:

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Vocational Rehabilitation - After completing the efforts to co-locate, there will be a greater emphasis on a shift in culture and operations between workforce and VR staff. The two organizations worked together to execute a successful Summer Earn and Learn (SEAL) program, the Board has been funded for a year-round employment program that is underway, and TWC also funded a Student Disability Navigator position.

Child Care - There is \$7 million for child care quality which has not been allocated to the Board's. There are expectations for an increase in child care quality.

Currently, eight of the nine counties in northeast are considered full-service counties. This means SNAP recipients have to complete job searches, etc. Cass County was the only county not considered a full-service county; however, Cass County will become a full-service county in August.

The Director of the Sub-recipient Monitoring Division, Paul Carmona, addressed the Executive Directors. Boards are struggling with the proper documentation for procurements. Northeast is not having any issues. Because of the VR consolidation, TWC has begun to look at lease agreements Boards have for the workforce centers. TWC has determined that each year, Boards will have to justify the continuation of a lease agreement.

As part of the Texas Association of Workforce Boards (TAWB) meeting, the luncheon speaker, Mark Morath, Texas Commissioner of Education, provided information and spoke to the group about initiatives in process to improve K-12 public education statistics in Texas.

- **Annual Celebration**

The annual celebration is scheduled for October 24th at 11:30 a.m. at the Mount Pleasant Civic Center. The theme for this year's celebration is, "May the Workforce Be With You!" Sponsorships are appreciated. Special thank you to those who are sponsoring: AEP SWEPCO, Huhtamaki, and Sulphur Springs/Hopkins County Economic Development Corporation.

Item 9. Announcements

- TWC Annual Conference held November 28-30, 2018 at the Hilton-Americas in Houston
- Quarterly Chief Elected Officials Meeting August 30, 2018 at the Titus County Extension Office

Item 10. Adjourn

Ms. Harland adjourned the Executive Committee meeting at 10:21 a.m.

Executive Committee Members Present

Jennifer Harland/Board Chair
Keitha Nilsson/Treasurer
Scott Brown
Mary Dwight
Kevin Rose

Board Staff Present

Randy Reed/Executive Director
KiAnn Richardson/Finance Director
April Corbit/Board Relations Coordinator