

**WORKFORCE SOLUTIONS NORTHEAST TEXAS**  
**EXECUTIVE COMMITTEE AGENDA**

**Place: Sulphur Springs/Hopkins County Economic Development Corporation**  
**1200 Enterprise Lane**  
**Sulphur Springs, Texas**  
**Date: September 27, 2017**  
**Time: 11:30 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 August 23, 2017 Executive Committee minutes.\*
6. Discussion and action regarding committee assignments for new Board members.
7. 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.
8. Reconvene open meeting to discuss and take action, if any, on items presented in closed executive session.
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.
  - College & Career Fair at Region 8 ESC – September 28<sup>th</sup>
  - LEAP Expos
    - Mt. Pleasant -- October 13th
    - Sulphur Springs -- October 20th
  - Annual Celebration
  - Governor's Small Business Forum and Commissioner Hughs Visit -- October 26<sup>th</sup>
10. Announcements
11. 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

August 23, 2017  
Mount Pleasant Civic Center  
1800 North Jefferson  
Mount Pleasant, Texas  
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 9:35 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 July 13, 2017**

Mr. Roger Feagley made the motion to approve the July 13, 2017 Executive Committee minutes. Mr. Scott Brown seconded the motion. All were in favor. None opposed. Motion carried.

**Item 6. Discussion and action regarding committee assignments for new board members.**

Following discussion, the Chair appointed Ms. Katie Stedman to the External Affairs Committee and Ms. Diane Stegall to the Internal Affairs Committee.

**Item 7. Discussion and recommendation for action regarding exercise of option for Contracted Service Provider.**

Mr. Randy Reed, Executive Director, reported the contract with Principle Concepts, Inc. is coming to an end September 30<sup>th</sup>, but there are option periods still available. Based upon performance and review of the fiscal integrity of the operations, Board staff recommends exercise of option for the Contracted Service Provider for October 1, 2017 through September 30, 2018.

Mr. Feagley made a motion to recommend approval to the full board the exercise of option for the Contracted Service Provider for October 1, 2017 through September 30, 2018 subject to satisfactory negotiations. Mr. Anthony Pinkham seconded the motion. All were in favor. None opposed. Motion carried.

Mr. Pinkham asked what the annual increase for the Contracted Service Provider has been.

Mr. Reed stated the annual increase has been minimal. The value of the contract with Principle Concepts, Inc. has increased a total of \$3,000 since the first contract was negotiation about seven years ago.

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. Reed reported on the following items:

- Sulphur Springs Open House/Ribbon Cutting

The Sulphur Springs Open House/Ribbon Cutting Ceremony was successful and well attended. Special thanks provided to Saputo Dairy Foods and the Sulphur Springs/Hopkins County Economic Development Corporation for sponsoring the event.

- Vocational Rehabilitation (VR) Consolidation

VR relocations will take place in Paris and Texarkana sometime in the future. Due to the VR requirement for the Counselors to have private offices, there will have to be interior construction completed in both the Paris Workforce Center and the Greater Texarkana Workforce Center. There is currently not a firm date for the move.

- Board Member Takeaways

The USB microchip presentation is available for board members. Staff is planning to show the presentation to board members during the full board meeting.

Ms. Harland suggested the board members try to present the information at least twice a year to the Rotary, Kiwanis, church groups, employers, etc. in order to outreach organizations who have not heard about Workforce Solutions Northeast Texas services.

Ms. Keitha Nilsson suggested the board could recognize those board members who present to groups or organizations in the year.

Ms. Harland stated those who have a presentation scheduled should let Ms. Corbit know and a log kept.

Mr. Reed stated this information would also need to be disseminated to the Business Services Unit (BSU) because if there is a contact made with an employer, the BSU needs to be aware.

The Executive Committee agreed to show recognition to board members and board staff who present the information to outside organizations.

- TAWB/EDC Meeting

The Texas Association of Workforce Boards/Executive Directors Council meetings were held August 3-4 in Houston. The TAWB meets quarterly and the EDC meets once a year. The following were discussed:

Summer Earn and Learn Initiative – This initiative is statewide. Boards were funded for the payroll costs. Northeast was able to serve 21 VR youth (ages 16-24) in a paid employment opportunity. VR was in charge of recruiting the youth and contractor staff recruited the employers. There was a minimum of a 6 week paid employment opportunity. From the feedback received, the youth and the parents were excited for the opportunity offered. Since the feedback was positive, TWC has decided to continue the initiative and possibly extend the work opportunity to year round.

VR Co-location – Discussion regarding difficulties statewide. TWC has until 2020 to complete the consolidations.

Workforce Solutions Northeast Texas  
Executive Committee Minutes

Adult Education and Literacy (AEL) – The Request for Proposal (RFP) was released August 22<sup>nd</sup> seeking proposals for the next round of Adult Education contractors. All of the existing contractors will have to resubmit a proposal. This time, the boards will be involved in whether or not the proposal aligns with the boards strategic objectives. TWC is asking that each board appoint two people to a review committee to review those proposals received for their board area. This process is intended to be awarded around January 1, 2018. Northeast has two AEL contractors: Texarkana Independent School District (TISD) and a coalition between Paris Junior College (PJC) and Northeast Texas Community College (NTCC).

Dr. Larry Dotin asked for the definition and qualifications of Adult Ed.

Mr. Reed stated that Adult Ed is for those who does not have a high school diploma. Adult Ed is a GED program. There is also a component of English as a Second Language (ESL).

Re-authorization of Workforce Innovation and Opportunity Act (WIOA) Required Partnerships – Required partnerships with the reauthorization of WIOA include Adult Ed, VR, and Apprenticeship programs. These groups, even if there is not a presence in the workforce centers, under the WIOA, are required to share infrastructure costs with Workforce Solutions. These agreements have to be in place by January 1, 2018.

Grant Awards – TWC was awarded a \$7 million grant to be allocated throughout the state. There is a new fund to help long term dislocated workers to be re-integrated into the workforce. As a result, Northeast will receive funding for this grant. The amount is unknown and is not shown in the budget being presented to the full board.

Child Care – Statewide, the child care waitlist is increasing. Northeast’s waitlist is over 800. In the past, if a parent failed to adhere to the requirements in terms of income, education, etc., the parent was immediately dropped from the child care program. Under reauthorization, a customer is eligible for child care services for up to a 12 month period, regardless if the requirements are still being met. The Choices and Supplemental Nutrition Assistance Program (SNAP) customers are mandatory and eligible for a 12 month period. As a result of these new rules, TWC fears that the mandatory numbers will strip the available funding for those income eligible parents. TWC withheld money and kept a limit on new enrollments which kept the large boards from meeting performance. TWC wanted to hold more money, but the boards suggested that the money be managed at the board level.

Mr. Brown asked for the number of children being served in northeast.

Mr. Reed stated that northeast cares for 1,400 children on a daily basis.

Due to lack of time, the following items were tabled for discussion at the full board meeting.

- Commissioner Hughs Visit
- Governor’s Small Business Forum
- Annual Celebration

**Item 9. Announcements**

The Annual Celebration is scheduled for October 25<sup>th</sup> at the Mount Pleasant Civic Center from 11:30 to 1:00. A full board meeting will be held before the celebration. Sponsorships are being requested.

Workforce Solutions Northeast Texas  
Executive Committee Minutes

**Item 12. Adjourn**

Ms. Harland adjourned the Executive Committee meeting at 10:25 a.m.

**Executive Committee Members Present**

Jennifer Harland/Board Chair  
Anthony Pinkham/Board Vice Chair  
Roger Feagley/Secretary  
Scott Brown  
Keitha Nilsson

**Board Staff Present**

Randy Reed/Executive Director  
April Corbit/Board Relations Coordinator

**Board Members Present**

Dr. Larry Dotin