

**WORKFORCE SOLUTIONS NORTHEAST TEXAS  
CHIEF ELECTED OFFICIALS MEETING AGENDA**

Thursday, September 27, 2018  
Morris County Courthouse Annex  
600 Broadnax  
Daingerfield, Texas

10:30 a.m. or immediately following the regular meeting of the Ark-Tex Council of Governments

1. Call To Order
2. Determination of a Quorum
3. Declaration of Conflict of Interest
4. Consider approval of the Workforce Solutions Northeast Texas Chief Elected Officials Meeting Minutes of July 26, 2018\*
5. Review and discussion of the financial statements for Workforce Solutions Northeast Texas as of August 31, 2018\*
6. Review, discussion, and action regarding the FY2019 Board Budget\*
7. Consider discussion of future agenda items
8. Announcements
9. Adjourn

**WORKFORCE SOLUTIONS NORTHEAST TEXAS  
CHIEF ELECTED OFFICIALS MEETING MINUTES**

Thursday, July 26, 2018  
Titus County Extension Office  
1708 Industrial Road  
Mount Pleasant, TX

10:30 a.m. or immediately following the Ark-Tex Council of Governments (ATCOG) Meeting

**1. Call To Order.**

Honorable M.C. Superville, Lead Chief Elected Official for Workforce Solutions Northeast Texas, called the meeting to order at 11:24 a.m.

**2. Determination of a Quorum**

A quorum was determined to be present.

**3. Declaration of Conflict of Interest**

No conflicts of interest declared.

**4. Approval of the Chief Elected Official Meeting Minutes of April 26, 2018**

Honorable Brian Lee made a motion to approve the Chief Elected Official meeting minutes of April 26, 2018. Honorable Becky Wilbanks seconded the motion. All were in favor. None opposed. Motion carried.

**5. Review and discussion of the financial statements as of May 31, 2018**

Ms. KiAnn Richardson, Finance Director, reported the Board is \$21,358 under budget year to date. The major variances are due to timing issues.

Board Member Expenses – Under budget \$2,335.

Development and Training – Under budget \$2,445.

Equipment – Leased – Under budget \$1,673. The contract was renewed with cheaper equipment.

Strategic Initiatives – Under budget \$12,750 due to a timing issue with the schedule of the Learning Endorsements And Professions (LEAP) Expos and the Careers in Texas Industries events.

Contracted Services – Over budget \$4,518 due to a timing issue. The budget is planned to receive invoices once a quarter from the External Monitor, Ed Taylor & Associates, which does not always happen according to that schedule.

Audit & Legal Expenses – Under budget \$2,674. Variance will end the year under budget.

The Chief Elected Officials received the financial statement as of May 31, 2018 as presented.

**6. Discussion and action regarding the Report on Audit of Financial Statements and Supplemental Information for the year ended September 30, 2017**

Ms. Richardson presented the Report on Audit of Financial Statements and Supplemental Information for the year ended September 30, 2017 prepared by Saunders & Associates, Independent Auditor, noting the significant statement in the audit indicating there are no financial statement findings or questioned costs. Furthermore, there are no recommendations for

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improvement which indicates the financial system is sound and operating within the controls in place.

Honorable Superville commented the report shows \$41,000 in net assets and \$142,000 in cash, which is encouraging considering the budget is \$12 million.

Ms. Richardson stated the board is allowed to draw-down a 3-day supply of cash from the Texas Workforce Commission (TWC).

Honorable Lynda Munkres made a motion to accept the Report on Audit of Financial Statements and Supplemental Information for the year ended September 30, 2018. Honorable Scott Lee seconded the motion. All were in favor. None opposed. Motion carried.

**7. Discussion and action regarding revisions made to the Contracting Guidelines policy**

Mr. Randy Reed, Executive Director, reported this policy consolidates board procurement and contracting policies into one document. This policy on Contracting is called out in the Partnership Agreement with the Chief Elected Officials (CEOs) as one that requires both Board and CEO approval.

Honorable L.D. Williamson made a motion to approve the revisions made to the Contracting Guidelines policy. Honorable Wilbanks seconded the motion. All were in favor. None opposed. Motion carried.

**8. Discussion and action regarding the Resolution in support of completely widening to four lanes US 271 and US 82 in Lamar and Red River Counties**

Honorable Munkres made a motion to approve the Resolution in support of completely widening to four lanes US 271 and US 82 in Lamar and Red River Counties and have the Executive Director reach out to area employers for letters of support. Honorable Wilbanks seconded. All were in favor. None opposed. Motion carried.

**9. Review and discussion regarding the Fiscal Year 2018 contracted performance measures**

Mr. Reed reported the board is exceeding 12 measures, meeting 6 measures, and missing 1 measure. The measure not being met is Median Earnings Quarter 2 Post Exit for Dislocated Workers. The information for the 4<sup>th</sup> quarter has not been recorded because the Unemployment Insurance (UI) wages have not been reported in the system, but staff has visibility of those wages and there is no indication that the measure will not be met by September 30<sup>th</sup>.

The CEO's received the report.

**10. 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:

- **Child Care**

For the past year there was a freeze placed on child care enrollment; however the federal government has recently released a significant amount of child care funds to the Texas Workforce Commission (TWC). Children are now being enrolled in the child care program.

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For the remainder of FY2018, Northeast will receive \$500,000 in additional child care funding. Child care enrollment is going to be increased by 300 children by October 2018. For FY2019, allocations for child care will have a \$1.5 million increase from the original planning estimate which equates to a total of \$7.3 million in child care funding. Currently, the target is set to serve 1202 children, but the target will increase to 1,549. This funding will care for additional discretionary children (working parents eligible for subsidized child care due to income limits).

This funding will also be used to further enhance the quality of care among the child care providers with a focus on increasing the number of Texas Rising Star (TRS) providers.

- **Rural Service Delivery**

There are five counties that do not have a workforce center. In order to increase rural service delivery, staff contacted librarians and placed computers in the facilities, which could use them. Atlanta library and Clarksville library have received those computers. Staff is also planning and executing a Career and Employment Workshop at each of the libraries for those jobseekers in the rural community who are not able to visit a workforce center. The workshops have been held at the Atlanta and Clarksville libraries. One is scheduled at the Delta County Library and attempts are being made to schedule the workshops at the Mount Vernon Library and Daingerfield Library. Once these initial workshops are held, depending on interest and traffic, a regular schedule will be made to have a Contractor staff person in those libraries at least 3 or 4 times a month. Funding will be provided by TWC for this initiative. Outreach is key to this process and Ms. April Corbit, Board Relations Coordinator and Public Information Officer, is working with the local media outlets and social media pages to raise interest and encourage attendance. A flyer will also be emailed to the county judges to help promote the events in their counties.

- **FY2019 Budget**

Board staff is in the process of developing the FY2019 budget to be presented to the Full Board at the August 22 meeting. The FY2018 budget was \$12.2 million. The FY2019 budget is \$14 million which is a \$1.8 million increase with the majority of the increase due to additional child care funding.

Honorable Superville asked if the funds are based on performance.

Mr. Reed stated the funds are formula funds passed down from the federal government to the state who then passes it to all of the boards based on a formula (demographics, unemployment rates, layoffs, poverty levels, etc.). There have been significant layoffs at the Red River Army Depot which makes the board eligible to apply for a separate grant to serve those affected by the layoff. The board is requesting \$1.2 million, which would be an addition to the amount shown in the current budget if funded

- **CEO Meeting Schedule**

Staff is recommending that the quarterly CEO meeting for October 25<sup>th</sup> be rescheduled in August or September in order to review the budget before the fiscal year begins October 1<sup>st</sup>.

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**11. Consider discussion of future agenda items**

Honorable Superville stated that Mr. Reed was able to get employment and unemployment data for Lamar County and Northeast Texas. The information was very interesting. For Lamar County, the unemployment rate decreased 4% and the employment rate increased 4.2%. Hopkins County has the highest employment rate and the lowest unemployment rate in Northeast Texas. He requested that the basic economic data and trends for Northeast Texas be included on the quarterly CEO agenda.

Mr. Reed stated that staff can generate a range of economic data for each county, area, region, etc. A report can be prepared for each county and be submitted to the Judge's in advance of the meeting to allow time for review prior to discussion at the meeting.

Honorable Williamson stated the board staff can also get any workforce information, if needed. This includes certain qualifications for certain job areas, etc.

Mr. Reed stated that board staff routinely meets with the economic development agencies in the Northeast Texas region. The economic development information is readily available through a subscription with Chimers Analytics.

**12. Announcements**

Ms. Corbit announced that October 24<sup>th</sup> will be the Workforce Solutions Northeast Texas Annual Celebration, "May the Workforce Be With You," is the theme and will be held from 11:30 to 1:00 at the Mount Pleasant Civic Center.

**13. Adjourn**

Honorable Superville adjourned the meeting at 12:17 p.m.

**Chief Elected Officials Present**

Honorable M.C. Superville – Lead  
CEO/Lamar County  
Honorable Brian Lee – Titus County  
Honorable Scott Lee – Franklin County  
Honorable Lynda Munkres – Morris County  
Honorable Becky Wilbanks – Cass County  
Honorable L.D Williamson – Red River  
County

**Staff Present**

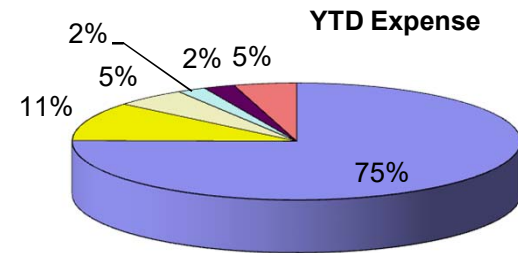
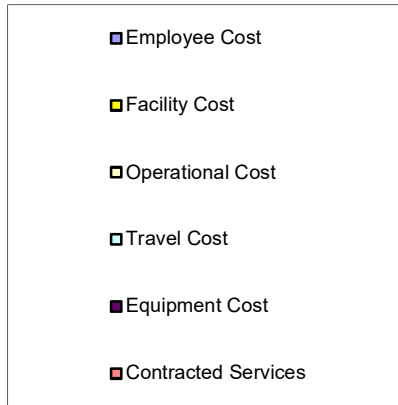
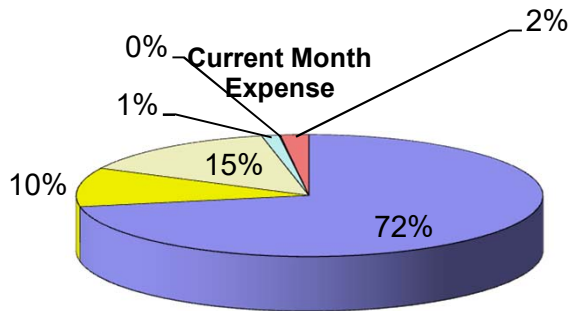
Randy Reed, Executive Director  
KiAnn Richardson/Finance Director  
April Corbit/Board Relations Coordinator

**Board Members and Guests**

Brady Fisher/guest  
Donald Wall/guest  
John Mark Francis/guest

**Workforce Solutions Northeast Texas  
Board Expenditures  
For the Month Ending August 31, 2018**

Board Operating Costs	FY 2018	AUGUST 2018			YTD 2018		
	Budget	Budget	Actual	Variance	Budget	Actual	Variance
Personnel	\$ 927,939	\$ 77,076	\$ 81,499	\$ (4,423)	\$ 826,654	\$ 816,810	\$ 9,844
Facilities	85,200	7,100	7,100	-	78,100	78,100	-
Utilities	12,000	1,000	1,983	(983)	11,000	11,145	(145)
Telecommunications	24,500	2,042	1,920	122	22,462	20,563	1,899
Repairs & Maintenance	50	4	-	4	44	-	44
Janitorial/Lawn/Security	7,950	663	700	(37)	7,293	8,002	(709)
Insurance	18,500	1,542	1,285	257	16,962	14,286	2,676
Postage & Shipping	600	50	227	(177)	550	936	(386)
Advertising, Marketing & Promotions	1,000	83	-	83	913	518	395
Community Relations	1,500	125	(22)	147	1,375	1,929	(554)
Supplies	2,750	229	45	184	2,519	1,693	826
Information Technology	20,369	9,947	10,223	(276)	19,417	19,792	(375)
Board Member Expenses	10,500	2,583	2,250	333	10,163	6,829	3,334
Development & Training	8,000	667	2,250	(1,583)	7,337	5,141	2,196
Dues, Fees & Subscriptions	7,180	55	-	55	3,315	3,663	(348)
Printing & Reproduction	2,000	167	-	167	1,837	1,529	308
Travel - Board Staff	30,210	2,518	1,356	1,162	27,696	22,521	5,175
Equipment - Leased	7,500	625	436	189	6,875	4,574	2,301
Strategic Initiatives	30,000	2,500	(545)	3,045	27,500	19,745	7,755
Contracted Services	24,000	-	-	-	19,000	21,213	(2,213)
Audit & Legal Expense	31,000	2,583	2,236	347	28,413	27,874	539
<b>Total Board Funding Available for FY 2018</b>	<b>\$ 1,252,748</b>	<b>\$ 111,559</b>	<b>\$ 112,943</b>	<b>\$ (1,384)</b>	<b>\$ 1,119,425</b>	<b>\$ 1,086,863</b>	<b>\$ 32,562</b>



**Workforce Solutions Northeast Texas FY2019 Contracted Revenues**

<i>Program Description</i>	<i>Total</i>				<i>2019 Projected Revenue Amount</i>
	<b>FY2018</b>	<b>FY2019</b>	<b>Variance</b>	<b>% Change</b>	
CC Quality Perf Award - CARRYOVER	75,000	15,000	(60,000)	-80.0%	15,000
Child Care CCF - CARRYOVER	33,188	60,000	26,812	80.8%	60,000
Child Care CCF - CURRENT	4,628,612	6,615,470	1,986,858	42.9%	6,615,470
Child Care CCP - CURRENT	612,415	760,000	147,585	24.1%	760,000
Child Care Match - CARRYOVER	416,095	483,500	67,405	16.2%	483,500
Child Care Match - CURRENT	871,905	873,499	1,594	0.2%	873,499
Child Care Quality - CARRYOVER	14,553	10,000	(4,553)	-31.3%	10,000
Child Care Quality - CURRENT	164,762	358,510	193,748	117.6%	358,510
Employment Services - CARRYOVER	39,516	-	(39,516)	-100.0%	-
Employment Services - CURRENT	13,066	13,066	-	0.0%	13,066
High-Demand Job Training - RND 3	99,236	-	(99,236)	-100.0%	-
NDW - Military/RRAD	152,680	-	(152,680)	-100.0%	-
NDW - Oil & Gas	481,296	-	(481,296)	-100.0%	-
Re-employment Svcs Assessment	89,001	89,001	-	0.0%	89,001
Rural Service Delivery	-	82,940	82,940	100.0%	82,940
SNAP E&T - CURRENT	209,755	226,786	17,031	8.1%	226,786
Student HireAbility Navigator	-	100,000	100,000	100.0%	100,000
TANF / Choices - CARRYOVER	9,895	20,000	10,105	102.1%	20,000
TANF / Choices - CURRENT	1,072,804	1,103,024	30,220	2.8%	1,103,024
Trade Act Services - CARRYOVER	297,506	25,500	(272,006)	-91.4%	25,500
Trade Act Services - CURRENT	703,269	549,260	(154,009)	-21.9%	549,260
Tx Industry Partnership (TIP)	100,000	-	(100,000)	-100.0%	-
Vet Services - CURRENT	24,593	18,361	(6,232)	-25.3%	18,361
WIOA Adult - CARRYOVER	-	15,500	15,500	100.0%	15,500
WIOA Adult - CURRENT	561,604	740,331	178,727	31.8%	740,331
WIOA Dislocated - CARRYOVER	36,832	9,500	(27,332)	-74.2%	9,500
WIOA Dislocated - CURRENT	804,794	964,170	159,376	19.8%	964,170
WIOA Rapid Response	20,421	26,576	6,155	30.1%	26,576
WIOA Youth - CARRYOVER	-	61,500	61,500	100.0%	61,500
WIOA Youth - CURRENT	543,738	741,230	197,492	36.3%	741,230
Workforce Initiatives - CURRENT	58,107	-	(58,107)	-100.0%	-
Co-Location Partnerships - Facility Costs	103,626	105,311	1,685	1.6%	105,311
<b>Totals</b>	<b>\$ 12,238,269</b>	<b>\$ 14,068,035</b>	<b>\$ 1,829,766</b>	<b>15.0%</b>	<b>\$ 14,068,035</b>

**Workforce Solutions Northeast Texas FY2019 Contracted Revenues**

<i>Program Description</i>	<i>Board Operations</i>	<i>Workforce Operations</i>	<i>Childcare Operations/ Direct Care</i>	<i>Quality Initiatives</i>	<i>Special Projects</i>	<i>Total Revenues</i>
CC Quality Perf Award - CARRYOVER	750	-	-	14,250	-	15,000
Child Care CCF - CARRYOVER	60,000	-	-	-	-	60,000
Child Care CCF - CURRENT	409,737	-	6,205,733	-	-	6,615,470
Child Care CCP - CURRENT	38,000	-	722,000	-	-	760,000
Child Care Match - CARRYOVER	-	-	436,000	20,000	27,500	483,500
Child Care Match - CURRENT	-	-	818,499	-	55,000	873,499
Child Care Quality - CARRYOVER	-	-	-	10,000	-	10,000
Child Care Quality - CURRENT	-	-	-	358,510	-	358,510
Employment Services - CARRYOVER	-	-	-	-	-	-
Employment Services - CURRENT	1,307	11,759	-	-	-	13,066
High-Demand Job Training - RND 3	-	-	-	-	-	-
NDW - Military/RRAD	-	-	-	-	-	-
NDW - Oil & Gas	-	-	-	-	-	-
Re-employment Svcs Assessment	8,900	80,101	-	-	-	89,001
Rural Service Delivery	8,294	74,646	-	-	-	82,940
SNAP E&T - CURRENT	41,688	185,098	-	-	-	226,786
Student HireAbility Navigator	-	100,000	-	-	-	100,000
TANF / Choices - CARRYOVER	10,000	10,000	-	-	-	20,000
TANF / Choices - CURRENT	203,861	899,163	-	-	-	1,103,024
Trade Act Services - CARRYOVER	1,275	24,225	-	-	-	25,500
Trade Act Services - CURRENT	25,000	524,260	-	-	-	549,260
Tx Industry Partnership (TIP)	-	-	-	-	-	-
Vet Services - CURRENT	1,836	16,525	-	-	-	18,361
WIOA Adult - CARRYOVER	15,500	-	-	-	-	15,500
WIOA Adult - CURRENT	93,204	647,127	-	-	-	740,331
WIOA Dislocated - CARRYOVER	9,500	-	-	-	-	9,500
WIOA Dislocated - CURRENT	168,668	795,502	-	-	-	964,170
WIOA Rapid Response	12,544	14,032	-	-	-	26,576
WIOA Youth - CARRYOVER	3,750	57,750	-	-	-	61,500
WIOA Youth - CURRENT	130,567	610,663	-	-	-	741,230
Workforce Initiatives - CURRENT	-	-	-	-	-	-
Co-Location Partnerships - Facility Costs	11,270	94,041	-	-	-	105,311
<b>Totals</b>	<b>\$ 1,255,651</b>	<b>\$ 4,144,892</b>	<b>\$ 8,182,232</b>	<b>\$ 402,760</b>	<b>\$ 82,500</b>	<b>\$ 14,068,035</b>



## Workforce Solutions Northeast Texas FY2019 Expenditure Projections

<b>Board Operating Costs</b>	<b>FY2018 Budget</b>	<b>FY2019 Budget</b>	<b>Variance</b>	<b>Explanation of Variance</b>
Personnel Cost	927,939	957,473	29,534	Salary increases in accordance with approved Employee Relations Plan and 10% rate increase for health premiums at renewal
Facilities	85,200	87,600	2,400	
Utilities	12,000	12,000	-	
Telephone	24,500	20,400	(4,100)	
Repairs & Maintenance	50	50	-	
Janitorial/Lawn Services/Security	7,950	8,883	933	
Insurance	18,500	16,500	(2,000)	
Postage and shipping	600	600	-	
Advertising, Marketing & Promotions	1,000	1,000	-	
Community Relations	1,500	1,500	-	
Supplies	2,750	2,750	-	
Information/Technology	20,369	27,056	6,687	
Board Member Expenses	10,500	10,500	-	
Professional Development/Training	8,000	8,000	-	
Dues, Fees, and Subscriptions	7,180	7,729	549	
Printing & Reproduction	2,000	2,000	-	
Travel - Staff	30,210	25,850	(4,360)	
Equipment - Leased/Rented	7,500	5,500	(2,000)	
Strategic Initiatives	30,000	-	(30,000)	Funds for Yth Career & Careers in Tx Industry events
Contract Labor	-	-	-	
Contracted Services	24,000	24,000	-	
Audit & Legal Expense	31,000	36,260	5,260	
<b>Total Board Operating Expense</b>	<b>\$ 1,252,748</b>	<b>\$ 1,255,651</b>	<b>\$ 2,903</b>	

<b>Subcontractor Operating and Service Delivery Costs</b>	<b>FY2018 Budget</b>	<b>FY2019 Budget</b>	<b>Variance</b>
Workforce Operations	4,399,008	4,144,892	\$ (254,116)
Childcare Operations & Direct Care	6,043,677	8,182,232	\$ 2,138,555
Quality Child Care Initiatives	266,100	402,760	\$ 136,660

<b>Total Operating and Service Delivery Cost</b>	<b>10,708,785</b>	<b>12,729,884</b>	<b>2,021,099</b>
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<b>Special Project Funding</b>	<b>276,736</b>	<b>82,500</b>	<b>(194,236)</b>
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<b>Total NETXWDB Budget</b>	<b>12,238,269</b>	<b>14,068,035</b>	<b>1,829,766</b>
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