

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

**Place: Mount Pleasant Civic Center**  
**1800 North Jefferson**  
**Mount Pleasant, Texas**  
**Date: October 25, 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 September 27, 2017 Executive Committee minutes.\*
6. Discussion and action regarding assignment of Chair positions for the Internal and External Affairs Committees.
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.
  - Skills Development Fund (SDF) check presentation to Campbell Soup
  - Governor's Small Business Forum
  - Commissioner Hughs Visit
  - Monthly Newsletter
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

September 27, 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 12:00 p.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 August 23, 2017**

Mr. Anthony Pinkham made the motion to approve the August 23, 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 Executive Committee appointed Ms. Jill Smith to the Internal Affairs Committee and Ms. Lisa Jones to the External Affairs Committee.

**Item 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.**

Ms. Harland recessed the Executive Committee into closed executive session at 12:04 p.m.

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

Ms. Harland reconvened the Executive Committee meeting at 12:26 p.m.

Mr. Brown made a motion to accept the recommended performance award amounts for Board employees and the difference between that amount and the budget be awarded to the Executive Director. Mr. Pinkham seconded the motion. All were in favor. None opposed. Motion carried.

Mr. Reed thanked the Executive Committee on behalf of all board staff.

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**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.**

Mr. Reed reported on the following items:

- College and Career Fair at Region VIII ESC

The College and Career Fair will be held September 28, 2017 at the Region VIII Education Service Center. This event is in conjunction with every board in the state. The Texas Workforce Commission (TWC) Commissioners designated the last week in the month of September Texas Industries Week. There are currently 800 junior students from the Northeast area attending the event. Keynote speaker, Chad Foster will make the opening remarks and then the students will be broken into groups to visit colleges/universities, employers, and attend workshops designed to aid in obtaining employment. During the Executive Director's Council meeting in September, Chairman Andres Alcantar announced that TWC anticipates the Texas Industries week event will be an annual event going forward.

- LEAP Expos
  - Mount Pleasant – December 1
  - Sulphur Springs – October 20

Northeast has received funding for the Learning Endorsements and Professions (LEAP) expos for the past three years, but TWC will not be funding this program for FY2018.

Mr. Brown asked if the schools would take over the event planning and preparation.

Mr. Reed stated, at this time, the schools have not taken ownership of those events in the future.

Mr. Roger Feagley asked how much this event costs.

Mr. Reed stated that with pipe and drape, backpacks, rack cards, facility costs, etc. the event would be around \$2,500. However, for this year's event in Sulphur Springs and Mount Pleasant, the backpacks and rack cards have been purchased, and the facility costs have already been paid. The Board has a few more funds to pay for the pipe and drape costs for these events, as well. However, without sponsors, the LEAP Expos will not be held in 2018 due to lack of funds.

Mr. Brown stated that 2018 events will happen in Sulphur Springs and Saputo Dairy Foods USA will be a sponsor for this event.

Mr. Feagley also stated that the Sulphur Springs/Hopkins County Economic Development Corporation will likewise sponsor the event for 2018.

- Annual Celebration

The Annual Celebration is scheduled for October 25<sup>th</sup> at the Mount Pleasant Civic Center from 11:30 a.m. to 1:00 p.m. The theme this year is, "There's no place like Northeast Texas!" Those being recognize are the Employers of the Year, Employer of Excellence, outgoing board members, one Texas Rising Star Provider, and a staff member from the Contracted Service Provider. This year, one successful customer from each program is being invited to attend along with the Career Planner from the Contractor staf, who worked diligently with the customer.

## Workforce Solutions Northeast Texas

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The Large Employer of the Year is Saputo Dairy Foods USA, the Small Employer of the Year is East Texas Broadcasting, the Local Employer of Excellence is West Fraser, and the Veteran Friendly Employer of the Year is SERVPRO of Texarkana.

- **Governor's Small Business Forum and Commissioner Hughs Visit**

The Governor's Small Business Forum is scheduled for October 26 at the Texarkana Convention Center in Texarkana, Texas. Commissioner Ruth Hughs will be speaking during this event. She has also requested a meeting with 6-8 employers from 8:30 a.m. to 9:30 a.m. to discuss hiring challenges, workforce issues, etc.

A Request for Proposal (RFP) was released for outreach/marketing recently. There were two proposals received, but the current marketing firm, Workhorse Marketing, did not submit a proposal. One proposal was from a large firm in Dallas Fort Worth and the other was from a small start-up company in Texarkana. Staff has been evaluating those proposals, but the large company is too expensive and the small company is more expensive than what has been paid in the past and did not meet the threshold established in the scoring criteria. Workhorse Marketing missed the deadline to submit a proposal, but since the other two proposals do not meet the criteria, Workhorse has agreed to a 90 day contract extension so the RFP can be released for a second time.

#### **Item 9. Announcements**

Mr. Feagley invited the board members to the Regional Transportation Summit held on October 31<sup>st</sup> at the Hopkins County Civic Center. The Economic Outlook Conference will be held in December.

Commissioner Hughs reached out to Mr. Reed and asked for a private sector member to serve on an Adult Education Advisory Board at the state level. Mr. Brown was given as a possible member to serve on this board and he has accepted the position.

#### **Item 12. Adjourn**

Ms. Harland adjourned the Executive Committee meeting at 1:00 p.m.

#### **Executive Committee Members Present**

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

#### **Board Staff Present**

Randy Reed/Executive Director  
April Corbit/Board Relations Coordinator