

**WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA**

**ZOOM Platform
Date: August 25, 2021
Time: 9:30 a.m.**

**Join ZOOM Meeting:
[https://networks-
org.zoom.us/j/95589802933?pwd=YUJ1cFRXU1lSWjVyQXRucjF6ZTQ3UT09](https://networks-org.zoom.us/j/95589802933?pwd=YUJ1cFRXU1lSWjVyQXRucjF6ZTQ3UT09)
Meeting ID: 955 8980 2933
Passcode: 573526**

**Toll-Free Numbers
833 548 0276
833 548 0282
877 853 5257
888 475 4499**

In accordance with section 418.016 of the Texas Government Code, Governor Abbott has suspended various provisions that require government officials and members of the public to be physically present at a specified meeting location. This temporary suspension will leave important open-meeting protections in place:

- Members of the public will be entitled to participate and address the governmental body during any telephonic or videoconference meeting.
- To hold a telephonic or videoconference meeting, a governmental body must post a written notice that gives the public a way to participate remotely, such as a toll-free dial-in number, and that includes an electronic copy of any agenda packet that officials will consider at the meeting.
- A governmental body must provide the public with access to a recording of any telephonic or videoconference meeting.

1. Call To Order/Roll Call
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 19, 2021 Executive Committee minutes.*
6. Discussion, consideration, and possible action regarding exercise of option for Contracted Service Provider.*
7. Discussion regarding new board member committee assignment.

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 is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities. Relay Texas TDD: 800-735-2989.

WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA

- 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.
 - COVID-19 Impacts:
 - Workforce Center Activity
 - UI Claims*
 - Child Care Impacts
 - Annual Celebration
- 9.** Announcements
- 10.** Adjourn

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Workforce Solutions Northeast Texas
Executive Committee Minutes

July 19, 2021
Virtual ZOOM Meeting
10:00 A.M.

In accordance with section 418.016 of the Texas Government Code, Governor Abbott has suspended various provisions that require government officials and members of the public to be physically present at a specified meeting location. This temporary suspension will leave important open-meeting protections in place:

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Item 1. Call to order/Roll Call

Mr. Anthony Pinkham, Workforce Solutions Northeast Texas Board Chair, brought the Executive Committee meeting to order at 10:03 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.

Mr. Pinkham 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 April 22, 2021

Ms. Mary Dwight made the motion to approve the April 22, 2021 Executive Committee minutes. Mr. Adam Routon seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Appointment of Nomination Committee for the election of officers to be held August 2021.*

The Executive Committee appointed Dr. Larry Dotin, Ms. Irene Suarez, and Ms. Donna Dounley to serve on the Nomination Committee.

Item 7. Discussion and action, on behalf of the Full Board, regarding the Board Minutes of April 28, 2021.*

Since there was not a quorum at the June Full Board meeting, the Executive Committee took action, on behalf of the Full Board, on the agenda items requiring a vote from the June Full Board meeting.

Workforce Solutions Northeast Texas
Executive Committee Minutes

Ms. Tammy Miller made a motion to approve the Full Board Minutes of April 28, 2021 on behalf of the Full Board. Ms. Dwight seconded the motion. All were in favor. None opposed. Motion carried.

Item 8. Discussion and action, on behalf of the Full Board, regarding the monthly financial reports.*

Mr. Randy Reed, Executive Director for Workforce Solutions Northeast Texas, reported the board was \$89,793 under budget as of May 31, 2021. Those significant variances include:

Personnel - \$45,134 under budget due to an employment vacancy in the accounting department. This variance will continue to increase as the position remains open through the end of the fiscal year.

Information Technology - \$6,780 over budget due to purchases of cybersecurity enhancements. This variance will decrease as the year progresses, but will remain over budget at end of year.

Strategic Initiatives - \$17,971 under budget due to when the events take place and how the line items are budgeted. This variance will decrease as the year progresses.

Travel – Board Staff - \$13,334 under budget due to travel restrictions as a result of the COVID pandemic.

Dr. Kevin Rose made a motion to approve the monthly financial reports, on behalf of the Full Board. Ms. Dwight seconded the motion. All were in favor. None opposed. Motion carried.

Item 9. Discussion and action, on behalf of the Full Board, regarding the Report on Audit of Financial Statements and Supplemental Information for the year ended September 30, 2020.*

Mr. Reed reported the audit was completed by Saunders & Associates and noted that in the firm’s opinion, “the financial statements referred to above present fairly, in all material respects, the financial position of Northeast Texas Workforce Development Board dba Workforce Solutions Northeast Texas as of September 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.”

The total expenses for FY2020 were \$912,615 for administrative and \$14,332,737 for program for a total of \$15,245,352.

There were no findings or questioned costs reported. The report has also been filed with and accepted by the Federal Clearing House and Audit Resolution team at the Texas Workforce Commission (TWC).

Mr. Adam Routon made a motion to accept the Report on Audit of Financial Statements and Supplemental Information for the year ended September 30, 2020, on behalf of the Full Board. Ms. Miller seconded the motion. All were in favor. None opposed. Motion carried.

Item 10. Discussion and action, on behalf of the Full Board, regarding the establishment of the Self-Sufficiency Wage Levels for FY2021.*

- **Revised Policy 1.0.0404A.02 Determining Self-Sufficiency Wage Levels**
Subsequent to the June meeting, Mr. Bart Spivey, Mr. Roger Feagley, and Mr. Reed discussed the methodology regarding the establishment of the Self-Sufficiency Wage Levels.

Workforce Solutions Northeast Texas

Executive Committee Minutes

Staff is proposing a change to the methodology in the policy from the 25th percentile of all wages to the 85th percentile of the median wage.

Ms. Dwight made a motion to approve the revised policy, “Determining Self-Sufficiency Wage Levels,” on behalf of the Full Board. Ms. Miller seconded the motion. All were in favor. None opposed. Motion carried.

- **Self-Sufficiency Wage Levels FY2021**

Based on the methodology revision, the Self-Sufficiency Wage Levels for FY2021 will change, as well. For a family size of 1, the Self-Sufficiency Wage Level is changing from \$22,700 to \$28,220. \$7,856 is added for each additional person in the family.

Ms. Dwight made a motion to approve the Self-Sufficiency Wage Level for FY2021, on behalf of the Full Board. Ms. Miller seconded the motion. All were in favor. None opposed. Motion carried.

Item 11. 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:

- **COVID-19 Impacts**

- Workforce Center Activity

Workforce Centers are open for in-person visits. The supplemental payments and additional \$300 payment for Unemployment Insurance (UI) recipients have been stopped, as of June 26th, per the Governor.

April/May average numbers per week:

202 customers visiting the workforce centers

596 using remote services

June/July average numbers per week:

Increase to 266 customers visiting the workforce centers

Decrease to 507 customers using remote services

Staff continues to work closely with employers who are hiring and hosting hiring events.

- UI Claims

Claimants by Week April 24-July 10, 2021

Week of	Total Claimants
WE 4/24	216
WE 5/1	239
WE 5/8	183
WE 5/15	221
WE 5/22	235
WE 5/29	215
WE 6/5	168
WE 6/12	190
WE 6/19	207
WE 6/26	163
WE 7/3	200
WE 7/10	261

Workforce Solutions Northeast Texas
Executive Committee Minutes

Anyone who has filed a claim is included in the reported data. Not every claim is a paid recipient.

Net Active Claimants

Month	Net Active Claimants
April 2020	2784
May	2833
June	1790
July	1556
August	1446
September	758
October	584
November	736
December	495
January 2021	789
February	671
March	488
April	356
May	445
June	286
July	99

○ Child Care Impacts

1777 children are in care and there are over 500 children on the waitlist. There will be \$5.2 million allocated to Northeast to serve an additional 687 children; however, this funding is only allowed to be used for parents who are in three service industries: Restaurant, hospitality, and retail. The challenge Northeast has is that although there will be funds to serve 687 children, there are only 517 openings with the child care providers. Staff has reached out to providers who are not in the child care program in order to gain interest.

AT&T has completed the cybersecurity review. The final report will be provided after TWC Management has been briefed. During the initial review, staff was told Northeast ranks among the highest in the state. AT&T reviewed over 45 areas. Ultimately, TWC will assess the report and determine if funding needs to be allocated for security enhancements over the next 2-3 years.

Item 10. Announcements

- Full Board Meeting August 25, 2021

Item 11. Adjourn

Mr. Pinkham adjourned the Executive Committee meeting at 10:50 a.m.

Executive Committee Members Present

Anthony Pinkham/Board Chair
Mary Dwight/Vice Chair
Tammy Miller/Secretary
Dr. Kevin Rose
Adam Routon

Board Staff Present

Randy Reed/Executive Director
April Corbit/Board Relations Coordinator

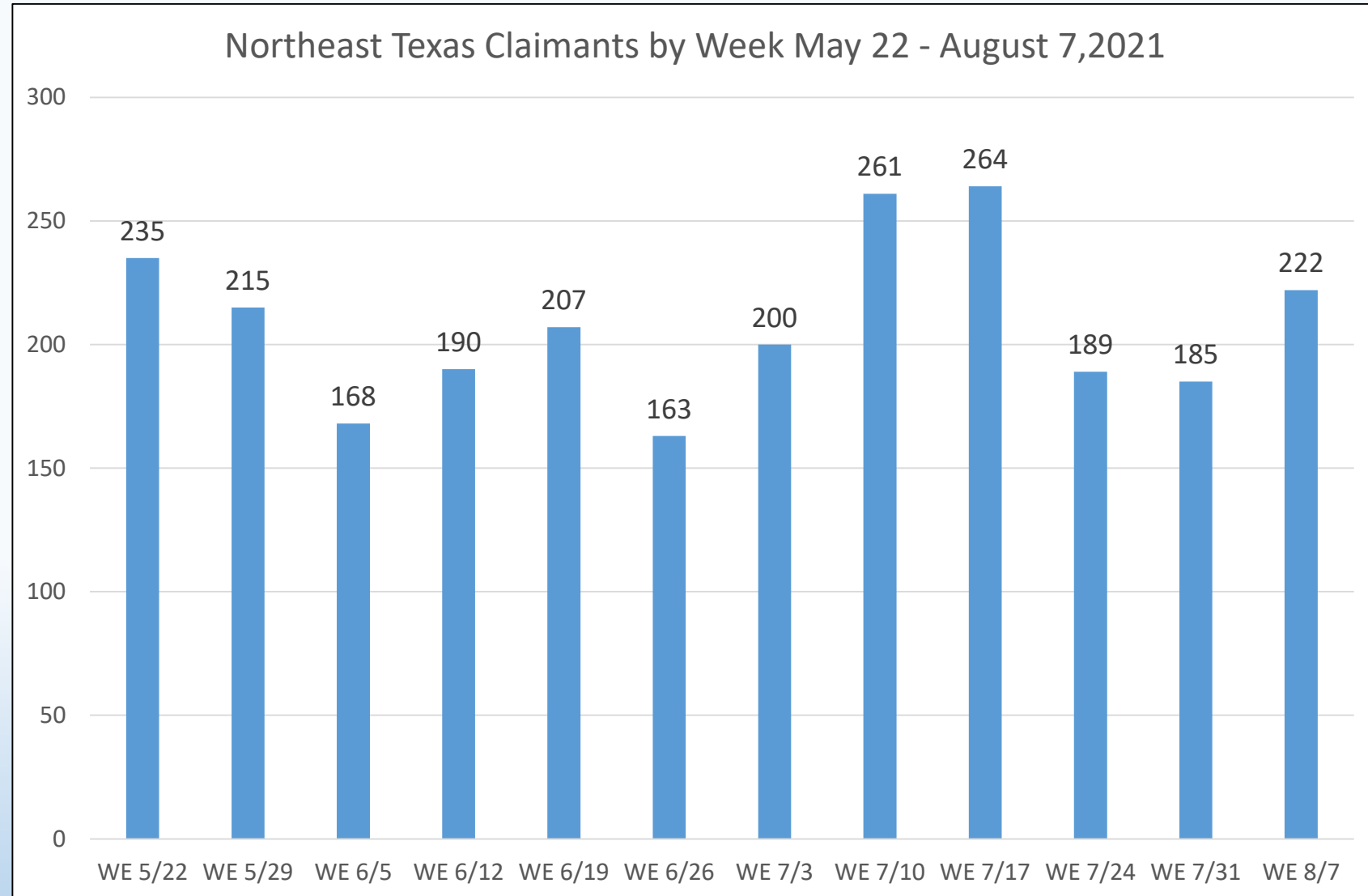
Fiscal Integrity Summary Principle Concepts FY2021					
Review Item	Period Covered	Reviewed by Staff	Reviewed by Board/ Committee	Corrective Action Required	Questioned/ Disallowed Costs
TWC Monitoring Review, Report #20.07.0001	2020	12/10/2020	1/21/2021	YES	
TWC Monitoring Review, Report #21.07.0001	2021	7/21/2021	8/19/2021	NO	\$ -
Assessment/ Service Planning Authorization Outcomes	FY2020	10/13/2020	10/22/2020	NO	\$ -
Fiscal Monitoring	FY20Q1&2	1/7/2021	1/21/2021	YES	\$ -
Initial Screening & Eligibility Determination	FY20Q1&2	4/19/2021	4/22/2021	NO	\$ -
Audit of Financial Statements & Supplemental Information	FY21Q1	3/5/2021	4/22/2021	NO	\$ -
Initial Screening & Eligibility Determination	FY2020	6/2/2021	6/17/2021	NO	\$ -
Resource Management & Service Delivery	FY21Q2	5/26/2021	6/17/2021	YES	\$ -
Program Integrity	FY21Q2	5/26/2021	6/17/2021	YES	\$ -
Fiscal Monitoring	FY21Q2	5/26/2021	6/17/2021	NO	\$ -
WIOA Audit of Expenditures of Federal Awards (Program Audit of Principle Concepts)	FY21Q1&2	8/15/2021	8/19/2021	NO	\$ -
	FY2020	6/2/2021	6/17/2021	NO	\$ -



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This weekly report reflects the Northeast Texas Region, including the following counties: Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River, and Titus.

Week of	Total Claimants
WE 5/22	235
WE 5/29	215
WE 6/5	168
WE 6/12	190
WE 6/19	207
WE 6/26	163
WE 7/3	200
WE 7/10	261
WE 7/17	264
WE 7/24	189
WE 7/31	185
WE 8/7	222





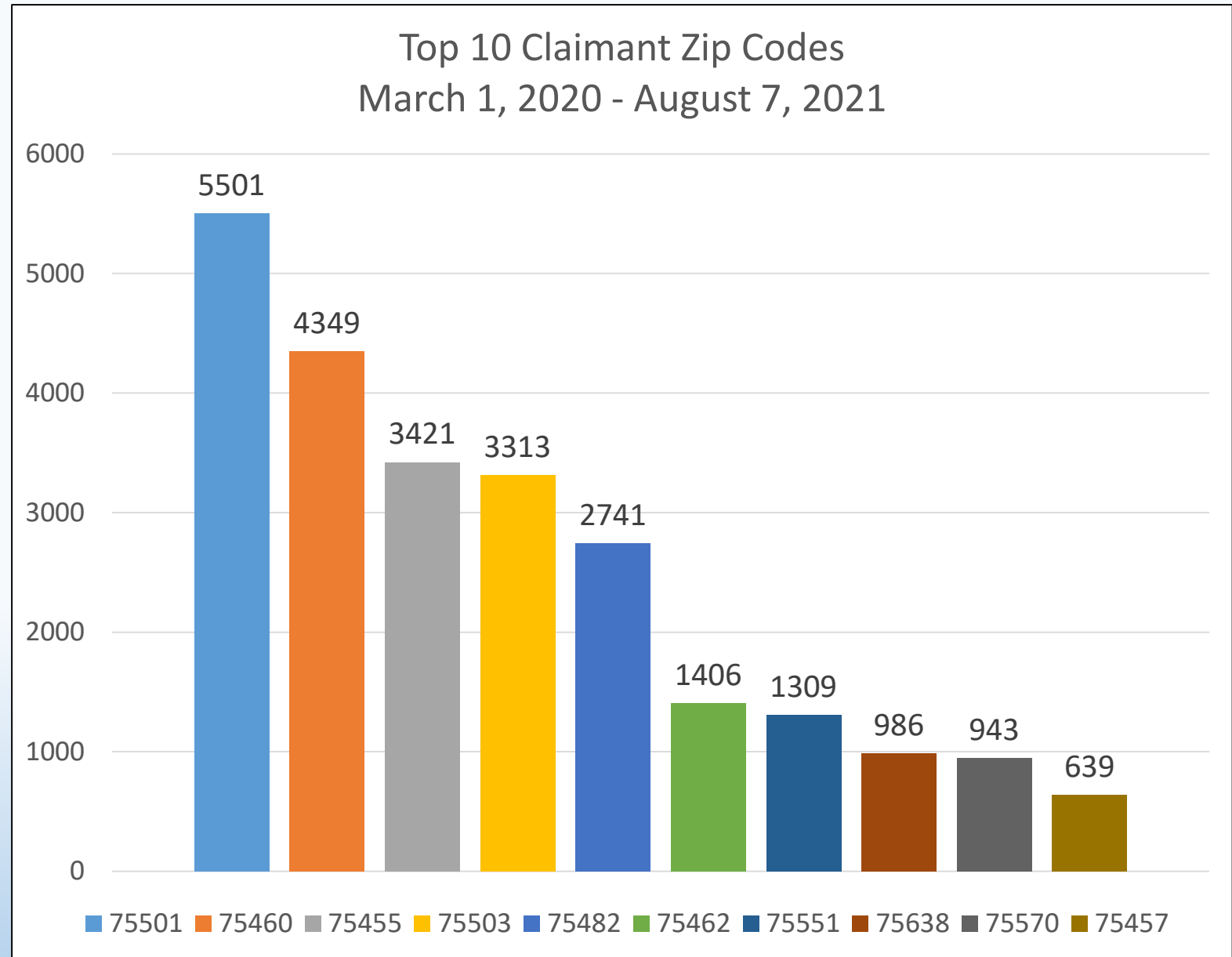
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Zip Code	City	Claimants
75501	Texarkana	5501
75460	Paris	4349
75455	Mount Pleasant	3421
75503	Texarkana	3313
75482	Sulphur Springs	2741
75462	Paris	1406
75551	Atlanta	1309
75638	Daingerfield	986
75570	New Boston	943
75457	Mount Vernon	639

*Zip Code Data is where UI Claimant Lives

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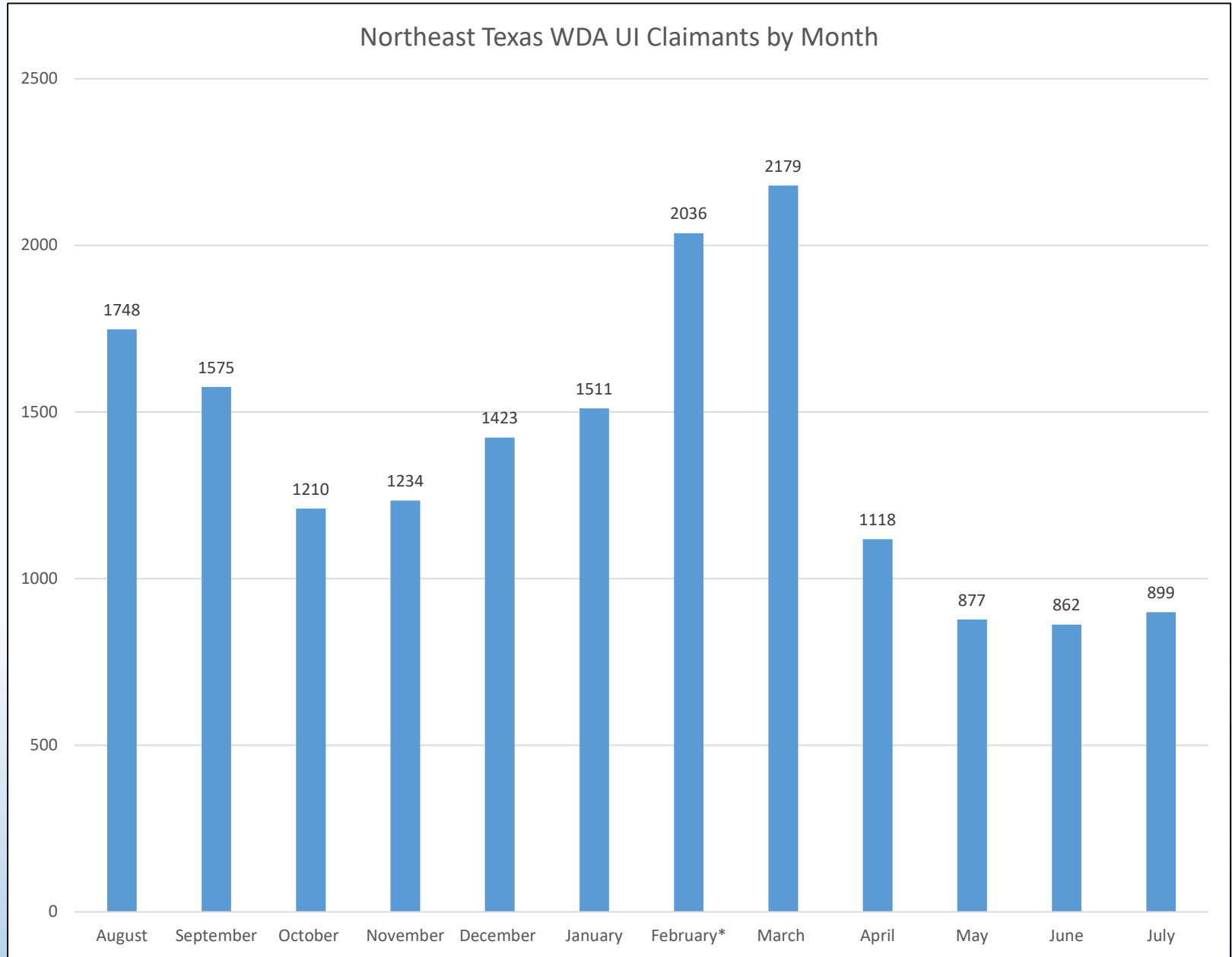


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This report reflects the Northeast Texas Region, including the following counties: Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River, and Titus.

Month	Total Claimants
August	1748
September	1575
October	1210
November	1234
December	1423
January	1511
February*	2036
March	2179
April	1118
May	877
June	862
July	899

*488 UI claimants from a temporary layoff due to winter storm - workers returned after one week layoff

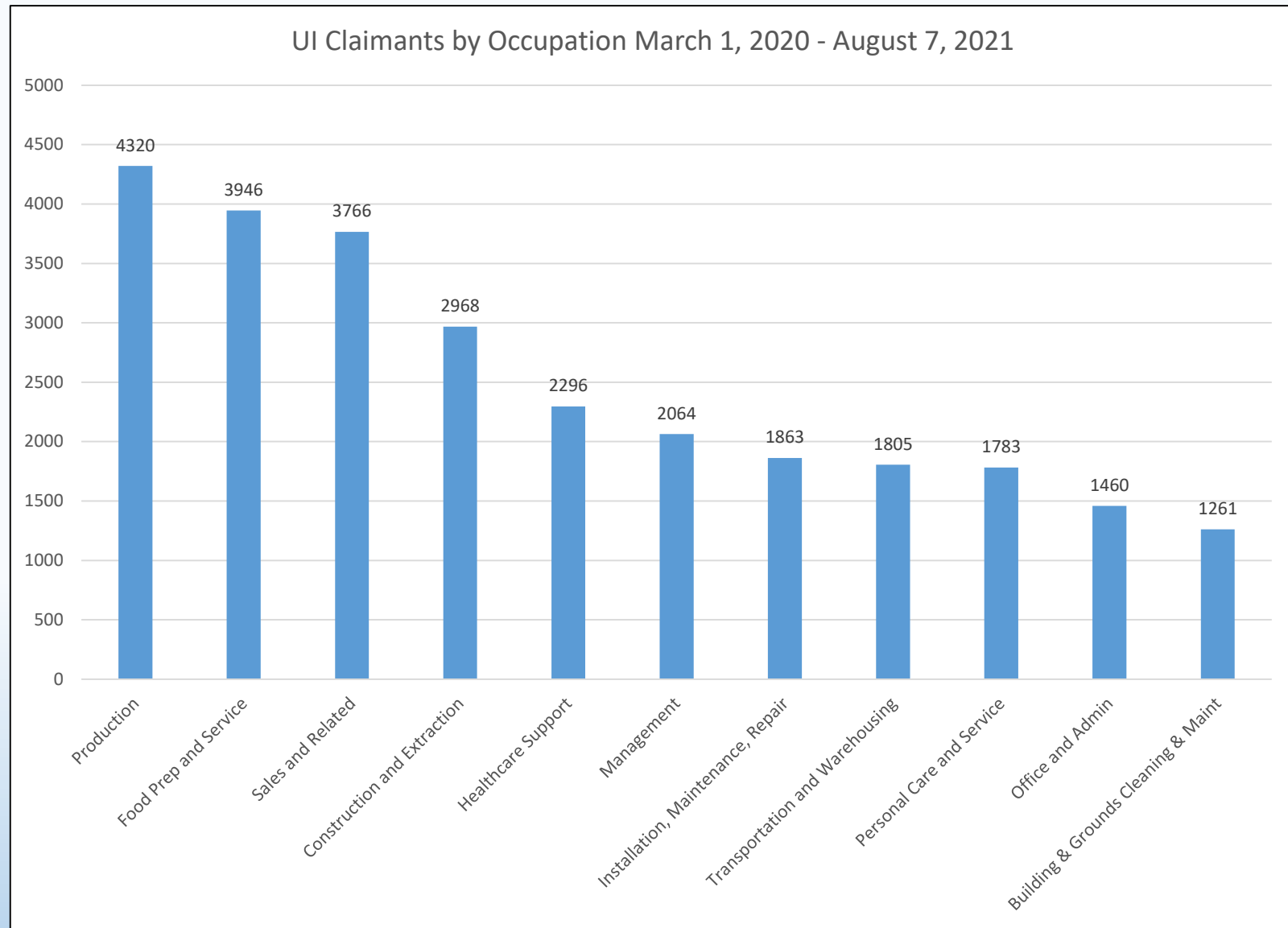




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Occupation	Claimants
Production	4320
Food Prep and Service	3946
Sales and Related	3766
Construction and Extraction	2968
Healthcare Support	2296
Management	2064
Installation, Maintenance, Repair	1863
Transportation and Warehousing	1805
Personal Care and Service	1783
Office and Admin	1460
Building & Grounds Cleaning & Maint	1261
*No Occupation Listed on UI Claim (12139)	

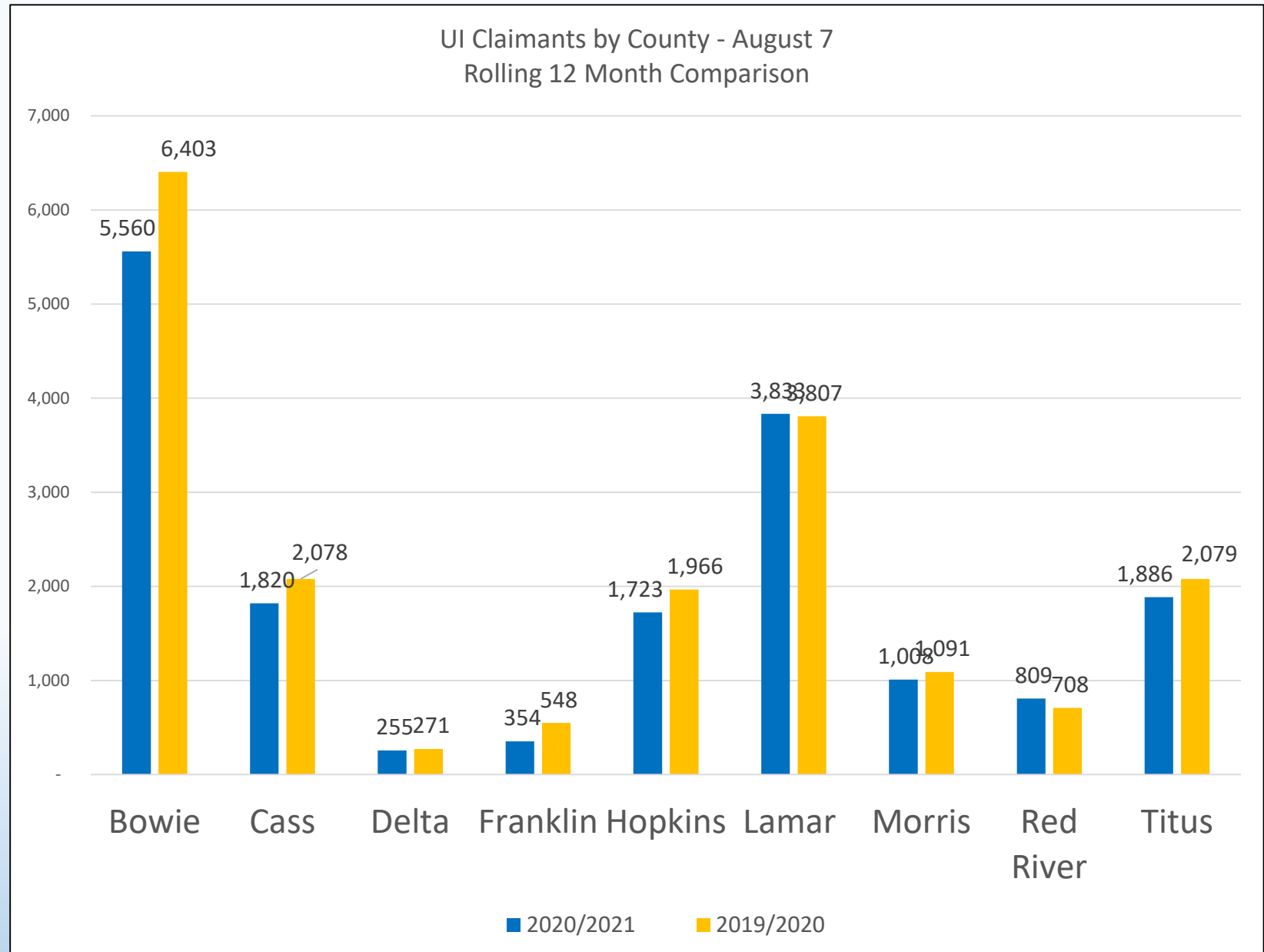




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This report reflects the Northeast Texas Region. UI Claimants by county.

County	2020/2021	2019/2020
Bowie	5,560	6,403
Cass	1,820	2,078
Delta	255	271
Franklin	354	548
Hopkins	1,723	1,966
Lamar	3,833	3,807
Morris	1,008	1,091
Red River	809	708
Titus	1,886	2,079
Total	17,248	18,951





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This report reflects the Northeast Texas region.

Month	Active Claimants
April 2020	2963
May	4969
June	6275
July	7441
August	8656
September	9332
October	9866
November	10559
December	11036
January 2021	11809
February	12481
March	12964
April	13323
May	13765
June	14061
July	14571

