

**WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA**

**Place: Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant, Texas
Date: June 26, 2019
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 March 27, 2019 Executive Committee minutes.*
6. Discussion, consideration, and possible action regarding renewal of the board lease agreement.
7. Appointment of Nomination Committee for the election of officers to be held August 2019.*
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.
 - Employer of the Year Nominations
 - TWC Award Nominations
 - Texas Business Conference
 - FY 2020 Budget Planning
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.

Workforce Solutions Northeast Texas
Executive Committee Minutes

March 27, 2019
North East Texas Credit Union
105 East 18th St.
Mount Pleasant
10:00 AM

Item 1. Call to order

Ms. Jennifer Harland, Workforce Solutions Northeast Texas Board Chair, brought the Executive Committee meeting to order at 10:00 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 January 23, 2019

Mr. Anthony Pinkham made the motion to approve the January 23, 2019 Executive Committee minutes. Dr. Kevin Rose seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion and action regarding new Board Member committee assignments.

Staff recommends that Mr. Martin Godwin, Labor representative, be placed on the External Affairs committee. Mrs. Harland and the Executive Committee accepted staff's recommendation.

Item 7. Recess into closed executive session to discuss and consider the performance evaluation of the Executive Director, as provided for in the Open Meetings Act, Section 551.074-Personnel Matters.

Ms. Harland recessed the Executive Committee meeting into closed executive session at 10:03 a.m. to discuss and consider the performance evaluation of the Executive Director, Mr. Randy Reed.

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

Ms. Harland reconvened the Executive Committee meeting at 10:16 a.m.

Mr. Scott Brown made a motion to give a 3% merit increase to the Executive Director effective March 11, 2019. Dr. Rose seconded the motion. All were in favor. None opposed. Motion carried.

Workforce Solutions Northeast Texas

Executive Committee Minutes

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. Randy Reed, Executive Director, reported on the following items:

- **VR co-location update**

The Vocations Rehabilitation co-location process is complete at all workforce center sites. The most recent was 20 VR staff locating in the Greater Texarkana Workforce Center. Going forward, the board will recoup \$90,000 a year for VR's share of Texarkana Workforce Center facility costs. Northeast is one of the first board's to complete the VR co-location process.

- **Paris Workforce Center move update**

The Texas Workforce Commission (TWC) has notified staff that TWC intends to dispose of agency owned buildings and, therefore, the Paris Workforce Center will have to relocate.

Dr. Rose asked how many staff would be located in the facility.

Mr. Reed stated that including the VR staff there will be about 17 employees.

Mr. Pinkham stated that during the last meeting, there was discussion about the possibility of TWC selling the building, an investor buying and possibly staying in the current building.

Mr. Reed stated that if there is an investor willing to buy the building and charging an affordable price, then that will be an option.

Mr. Feagley asked if the building is already for sale.

Mr. Reed stated that TWC will place the building up for a sealed bid at some currently, unspecified time in the future.

Dr. Rose asked about the length of commitment for Workforce Solutions Northeast Texas in a facility.

Mr. Reed stated that the Sulphur Springs location commitment is a 10-year contract with two five-year options.

Mr. Reed stated that, at this time, TWC has been non-committal on the exact timeframe for actions to take place. TWC has just asked staff to begin to develop a plan to relocate in the next 12-18 months. A formal procurement process will have to be completed and a selection for location based upon the criteria will be made once a firm timeframe is established.

- **TWC monitoring update**

There was a new TWC monitoring team onsite in February. Out of the four of them, one got sick before the review began and stayed at the hotel. She was the fiscal monitor. By Wednesday, another team member got sick. The review was finished shorthanded and put off the exit conference for a couple of weeks. Prior to the exit conference, an email was received asking for additional information, due to the disbursements sample. The Team Leader sent Mr. Reed an email indicating the exit conference would include questioned costs regarding a payment made under the Texas Industry Partnership grant (similar to High Demand Job Training grants) to International Paper (now Graphic Packaging).

This grant consisted of developing a mirror image of the current live production line to train new employees and bring in high school kids from the surrounding areas to introduce them to

Workforce Solutions Northeast Texas

Executive Committee Minutes

the process. Before the award was granted, a Memorandum of Understanding (MOU) was signed between International Paper and the Board. This agreement included all the requirements from the contract. The monitors were concerned the Board did not formally procure the equipment; rather the Board relied upon International Paper to do so. When further information was supplied to the monitors, they have decided to take this issue under advisement.

Mr. Reed attended the National Association of Workforce Boards (NAWB) Annual Conference and reported one of the major items discussed revolved around the reauthorization of Perkins how to get community colleges to work closer with workforce.

Item 10. Announcements

Mr. Brown announced his pending resignation from the board.

Full Board Meeting is scheduled for April 24th at the Mount Pleasant Civic Center at 10:30 a.m.

Item 11. Adjourn

Ms. Harland adjourned the Executive Committee meeting at 10:56 a.m.

Executive Committee Members Present

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

Board Staff Present

Randy Reed/Executive Director
April Corbit/Project Manager
KiAnn Richardson/Finance Director

FY 2020 Board Officers and Eligibility

Board Member	Chair 1 year Private Sector	Vice Chair 1 year Private Sector	Treasurer Any Sector	Secretary Any Sector	At-Large Private Sector	At-Large Private Sector	At-Large Any Sector
Shelley Braziel			X	X			X
Larry Dotin	X	X	X	X	X	X	X
Donna Dounley			X	X			X
Mary Dwight*	X	X	X	X	X	X	X
Davlyn Evans			X	X			X
Roger Feagley *			X	X			X
Cristi Fernandez			X	X	X	X	X
Martin Godwin			X	X			X
Carrolyn Griffin	X	X	X	X	X	X	X
Jennifer Harland *	X	X	X	X	X	X	X
Lisa Jones			X	X			X
Shanna Martin			X	X			X
Tammy Miller	X	X	X	X	X	X	X
Keitha Nilsson*	X	X	X	X	X	X	X
Anthony Pinkham *	X	X	X	X	X	X	X
Andrew Rankin			X	X			X
Kevin Rose*			X	X			X
Adam Routon	X	X	X	X	X	X	X
Richard Seymour	X	X	X	X	X	X	X
Jill Smith	X	X	X	X	X	X	X
Mark Stanley	X	X	X	X	X	X	X
Katie Stedman			X	X			X
Diane Stegall	X	X	X	X	X	X	X
Irene Suarez			X	X			X

***Currently in office**