

**WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA**

**Place: Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant, Texas
Date: January 22, 2020
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 October 23, 2019 Executive Committee minutes.*
6. Discussion and action regarding new board member committee assignments.
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.
 - TWC Annual Conference
 - FY2019 Annual Report
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

October 23, 2019
Mount Pleasant Civic Center
1800 North Jefferson
Mount Pleasant, Texas
9:00 AM

Item 1. Call to order

Mr. Anthony Pinkham, Workforce Solutions Northeast Texas Board Chair, brought the Executive Committee meeting to order at 9:00 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.

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.

The Executive Committee introduced themselves.

Item 5. Approval of the Executive Committee Minutes of September 25, 2019

Ms. Tammy Miller made the motion to approve the September 25, 2019 Executive Committee minutes. Ms. Keitha Nilsson seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion regarding assignment of Chairman for the Internal and External Affairs Committees and committee member assignments.

Mr. Randy Reed, Executive Director, provided an overview of the Internal and External Affairs Committees.

After deliberation with the Executive Committee, Mr. Pinkham appointed Mr. Andrew Rankin as the External Affairs Committee Chair and Ms. Mary Dwight as the Internal Affairs Committee Chair, with Ms. Keitha Nilsson as a back-up if Ms. Dwight is unable to serve in that capacity. Ms. Jennifer Harland was appointed to the External Affairs committee.

Item 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.

Mr. Reed reported on the following items:

- National Association of Workforce Boards (NAWB) annual meeting March 21-24, 2020 in Washington D.C.

Workforce Solutions Northeast Texas

Executive Committee Minutes

There are two spots available for this meeting. At least one Executive Committee member is encouraged to attend. Anyone interested and available will need to let Ms. April Corbit, Board Relations Coordinator, know. Early registration is due by November.

Item 8. Announcements

The Annual Celebration will follow the full board meeting. The theme is Operation Stars & Stripes: Serving America's Workforce in Northeast Texas with a focus on recognizing veterans. The employers receiving awards include:

Large Employer of the Year – Priefert Manufacturing
Small Employer of the Year – Guaranty Bank
Local Employer of Excellence – DataCast, Inc.
Veteran Friendly Employer of the Year – BZ & Sons

The Texas Workforce Commission (TWC) presented \$750,000 Skills Development Fund (SDF) grant to Texarkana College and Graphic Packaging to train employees. TC also received a Jobs and Education for Texans (JET) grant to increase training equipment to train mechanics at the satellite campus. Commissioner Julian Alvarez attended and presented the checks. During the event, Mayor Bob Bruggeman made an official proclamation recognition to the Commissioner and presented him with a city pin.

Texarkana Aluminum is planning to hire over 500 employees over the next three years.

The Commissioner will also be attending the Red, White, and You! Hiring Fair on November 7th.

Item 9. Adjourn

Mr. Pinkham adjourned the Executive Committee meeting at 9:30 a.m.

Executive Committee Members Present

Anthony Pinkham/Board Chair
Tammy Miller/Secretary
Andrew Rankin/Treasurer
Keitha Nilsson
Adam Routon

Board Staff Present

Randy Reed/Executive Director