

Deep East Texas Local Workforce Development Board

Board Meeting

January 11, 2011

2:30 P.M.

539 S. Chestnut Suite 300

Lufkin Texas

MINUTES

Members Present

Garvey Jackson, Chair

Wayne Haglund

Karla Moffett

Jim Wark

Sally McKinney

Steve Allison

Jerry Whitaker

Jimmy Mize

Ellen Mills

Howard Watts

Charles Rushing

David Hailey

Tyane Dietz

Sue Wood

Visitors

Maria Kassabaum, 1863 Solutions

Jon Bunn, Workforce Solutions

Peggy Muckelroy, NEDCO

C.G. Adams, Workforce Solutions

Kellee Tyrone, Etech, Inc.

Goldy Stokes, Etech, Inc.

Roger Purdy, DARS

Renee Barry, Board Fiscal Consultant

Staff Present

Rita Fancher, Recording Secretary

Marilyn Hartsook

Charlene Meadows

Lynne Bauereiss

Members Absent

Patty Fairley

Jerry Huffman

Nino Borbon

Kathleen Hawkins

Joe Clyde Adams Sr.

Monique Nunn

Mary F. Bradford

Henry Edenfield

Betty Russo

Joe Shannon

Call to Order, Verify Quorum, and Conflict of Interest; Welcome Guests and New Members

Garvey Jackson, Board Chair, called the meeting to order at 2:40 p.m. A quorum was verified. Members were reminded of the conflict of interest policy.

Discussion/Action:

Approval of Minutes of November 9, 2010

Jim Wark made a motion to approve the minutes of November 9, 2010. Jerry Whitaker seconded. Motion carried.

Public Comments

None.

Information Items

- Goldy Stokes and Kellee Tyrone representing E-Tech Inc. were recognized as the Regional Employer of Excellence.
- Garvey Jackson announced Billy Junge, Molly Gray, & Mark Tullia have retired from the Board. Certifications of Appreciation have been sent to the members. None of the retired members were present.
- Rita Fancher and Sarah Milligan were recognized for ten years of employment with the Board
- 2011 Board Meeting Schedule was provided to all Board members.

Board Member Comments on Activity in their respective areas

- Shelby County has a new Hampton Inn and Best Western. The sales tax has increased.
- San Augustine has a new Judge, Samye Johnson.
- Architects are working on the drawings for the Polk County-Angelina College Training Center

Executive Director's Report

Charlene Meadows reported:

- The Board has entered into an agreement with Job Corps to house two of their staff in the Angelina County workforce center.
- The Board received additional child care quality funds. \$50,888 was added to the SFA project. Total funds received were \$791,309.
- The Board received additional Texas Back to Work funds of \$263,406 to expand the program for unemployment claimants. This contract will combine State GR and TANF funds. This brings the total from \$170,185 to \$488,191 plus an ARRA TANF contract of \$1,667,500 for Texas Back to Work.
- The Board is one of six boards which are meeting or exceeding all performance measures.
- She attended the Texas Forest Country Partnership meeting and a P-16 meeting.
- Marilyn Hartsook is working with Angelina College, local economic development agency, and an employer on a possible skills development project.
- Angie Acosta, the Disability Navigator, was able to arrange training for the workforce center staff by DARS Rehabilitation division.
- The workforce center in Jasper will be moving into its newly renovated home the week of January 17th. The new location is 799 West Gibson, Ste. 300.
- Health and dental insurances renew on March 1st. She will be meeting with a representative from Friesen-Strain tomorrow. The staff will bring a recommendation to the next Board meeting.
- The Chief Financial Officer position has been posted.
- TWC Monitors will be here the week of January 31st.
- Ben Gomez and Company, Auditors, will be here the week of February 21st.

Committee Reports

- **Business Services Committee**

The committee met today. Tyane Dietz reported on area business lay-offs and openings.

Briefing Item 10-52: Manufacturing Skills Standards

Tyane Dietz reminded the Board that information on Manufacturing Skills Standards Certification (MSSC) was presented to the Business Services Committee and the Board in September. The committee requested that staff develop a plan to determine if there is a need for the MSSC by local business. Marilyn Hartsook presented the committee with a draft cover letter and survey to review which would be mailed to approximately 150 businesses that may be interested in the MSSC. If a sufficient number of businesses are interested in the MSSC at the conclusion of the survey, a local training provider would need to be identified to administer the MSSC. The committee recommended that Board staff move forward with the survey. No action required.

Briefing Item 10-53: Synchronist User Forum

Tyane Dietz said Marilyn Hartsook attended the Synchronist User Forum in Chicago in October, 2010, and gave the committee some of the highlights from the conference. Tyane said the system has been successful in the metropolitan areas but is not working in our rural areas. She stated the need for a full-time staff to visit key economic drivers and new and growing companies within the region to obtain available resource information. Tyane reported that the system license ends in August 2011, and in spite of staff efforts it remains unused. No action required.

Action Item 11-02: Annual Review of Weekly Work Search Requirements for UI Claimants

This action item comes as a motion from the Business Services Committee. Tyane Dietz explained that the Wagner-Peyser Act requires that the state unemployment compensation system administer work test requirements. The work test includes a determination that an Unemployment Insurance (UI) claimant is able, available, and actively seeking work. As provided by the law UI claimants must make a minimum of three work search contacts per week in order to be actively seeking work. The Board must review the local requirement for work search contacts annually and may adjust the number of required weekly work search contacts as local labor market information and conditions warrant. The Board's current work search contact requirement is five for all counties. The committee made a motion to leave the current work search requirement at five contacts per week for UI claimants in Deep East Texas. Jim Wark seconded motion. Motion carried.

- **Operations Committee**

The committee met today.

Discussion/Possible Action

Action Item 11-01: Shelby County Workforce Center Location Procurement

This action item comes as a motion from the Operations Committee. David Hailey stated the current lease for workforce center space with Lumberjack Partners for the Shelby County Workforce Center will expire March 31, 2011. The current lease amount is \$5,000 per month for 5,000 square feet. He reported a Request for Proposals (RFP) was issued November 8, 2010 and offers were due December 3, 2010. Two offers were received, see below for details:

Bids	Bid # 1: Murray Matthews	Bid #2: Lumberjack Partners
Site	Catco Drive	Current Location/Wulf Center
Building Description	New Construction/Metal Building	Shopping Center/Strip
Square Feet	5,000	5,000
Lease amount/ cost per square ft	\$5500 month \$1.10 per sq ft	\$4,500 month with new carpet / .90 sq ft \$4,750 month with less than \$15,000 remodel / .95 sq ft \$5,000 month with \$15,000 or more remodel / \$1.00 sq ft
Lease term	5 year	5 year
Additional Costs (taxes insurance, ect.)	Estimated \$300 per month	None
Construction/Remodel	New construction to Board's specs	Remodel to Board's specifications
Parking Spaces/Handicapped	Total 45 Handicapped 2	Adequate/never been a problem with number of spaces
Responsible for Lawn Maintenance	Lessee	Landlord
Additional Notes:		
*Bid- Lumberjack Partners: With a \$15,000 or more remodel, we will be paying the same current lease amount of \$5,000		
New roof installed 1 month ago, previously had lots of problems with roof leaking		
Parking lot will be resealed in next 120 days		
*Bid- Murray Matthews: 90 days timeline for moving into facility		
Need to look at site for area location, will have additional costs of \$300 monthly for taxes, ect. Extra cost of lawn maintenance.		
Will be new construction built to Board specs		

The committee motioned to accept Bid #1. Jim Wark seconded motion with the motion including negotiations of an extension of our current lease with our current landlord. Motion carried.

Action Item 11-04: Recoupment of Fees from Parents when Care is Terminated with Unrecorded/Swipes in the Child Care Automated Attendance System

This action item comes as a motion from the Operations Committee. David Hailey stated that in 2006 TWC issued WD Letter 59-06, Change 1 concerning requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments. Since that time, TWC implemented the Child Care Attendance Automation system, known as CCAA. Parents have up to six days to report their child's attendance using the automated system. However, in some circumstances parents are taking their child/ren to a provider without using the swipe card and care is terminated for an unrelated reason. Once care is terminated, it is unlikely that parents will return to the provider to swipe the child/ren as

present or absent. Since the provider is not able to get the parent to do this, CCS pays for that care as long as the provider reports it within required time limits. Using the CCAA swipe card is the parent's responsibility and it should be their responsibility to reimburse CCS for the cost of child care paid prior to the termination of child care if they do not use the CCAA card appropriately. These fees should be recouped from parents prior to future re-enrollment in CCS. The committees motioned that when parents do not use the CCAA swipe card to report attendance as required and child care services are terminated for unrelated reasons, then CCS must recoup the cost of child care paid to providers from parents prior to their re-enrollment in the child care services program. Jim Wark seconded motion. Motion carried.

Action Item 11-03: Revised E-Policy

This action items comes as a motion from the Operations Committee. David Hailey stated that currently the Board has an E-policy for technology use in place, and it is agreed to by all staff yearly. Board staff has updated the existing policy by changing the format of the policy, renaming and expanding it to include the additional subjects listed below:

1. Anti-Spam
2. Account Management
3. Administrative/Special Access
4. Disaster Recovery & Contingency
5. Incident Management
6. Removable Media Use & Disposal
7. Personally owned Digital Devices
8. Server Hardening
9. Portable / Remote Computing

The committee motioned to accept the revised E-Policy as presented. Jim Wark seconded motion. Motion carried.

- Finance Committee

The committee met today.

Committee Activity/Briefing Items

Discussion/Acceptance

Jerry Whitaker presented the monthly financial reports for the period ending November 30, 2010. No issues were found. Renee Barry, the Board's fiscal consultant, gave a brief summary on the new format of the financial reports.

- Executive Committee

The committee did not meet today.

With no further business, the meeting adjourned at 3:40 p.m.

Transcribed by:

Rita Fancher, Recording Secretary

Date: January 26, 2011

Approved by:

Garvey Jackson, Chair

Date: _____