

Deep East Texas Local Workforce Development Board
Operations Committee Meeting
January 11, 2011 1:00 P.M.
539 S. Chestnut Suite 300
Lufkin Texas

Minutes

Members Present:

Steve Allison
Karla Moffett
Howard Watts
Sally McKinney
Sue Wood
David Hailey, Chair

Staff:

Rita Fancher, Recording Secretary
Lynne Bauereiss
Charlene Meadows
Darla Johnson
Martha Keely

Guests:

Maria Kassabaum, 1863 Solutions

Members Absent:

Patty Fairley
Wayne Haglund
Mary F Bradford
Hank Edenfield

Call to Order

David Hailey called the meeting to order at 1:10 p.m. A quorum was verified. Everyone was reminded of the Conflict of Interest policy.

Action Item: Approval of Minutes of November 9, 2010

Sally McKinney made a motion to approve the minutes of November 9, 2010. Howard Watts seconded. Motion carried.

Public Comments

None

Information Items

None

Discussion/Possible Action

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

Charlene Meadows 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.

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, etc. Extra cost of lawn maintenance.		
Will be new construction built to Board specs		

This action item comes as a recommendation from the staff requesting that the committee consider the offers and make a recommendation to the full Board. A motion was made by Howard Watts to accept bid #1 and present to the full Board for approval. Sally McKinney seconded motion. 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

Lynne Bauereiss 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. This action item comes as a recommendation from the staff recommending 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. Sue Wood made a motion to accept the staff recommendation and present to the full Board for approval. Howard Watts seconded motion. Motion carried.

Action Item 11-03: Revised E-Policy

Martha Keely 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

A draft was available at the meeting for review and discussion. This action item comes as a recommendation from the staff requesting approval of the Information Security Policy as presented. Sally McKinney made a motion to approve the revised Information Security Policy and present it to the Board for full approval. Howard Watts seconded motion. Motion carried.

Reports

Neighborhood Centers Inc.

Lynne Bauereiss reported that as of January 11, 2011, there are 2331 children in care. She stated Formula children total 1656 and ARRA total is 675. The performance target for FY11 in

Formula is 1799 and ARRA is 364. She reported they continue to place children into care and there is no waiting list.

1863 Solutions, LLC – Workforce Center Operator

Maria Kassabaum of 1863 Solutions Inc. gave a brief summary on performance measures, job statistics, training programs, and activities in the Workforce Center. She stated the Workforce Center is getting prepared for the TWC monitors who will arrive on January 31st. She provided handouts on job statistics and a copy of the Workforce Solutions Angelina County newsletter.

Work-in-Texas and Labor Market Information Report

The committee reviewed and discussed the chart of the Deep East Texas Labor Market statistics for the month of November 2010. The unemployment rate has increased to 9.3%. Job seekers increased, job openings decreased, and total entered employments decreased.

Staff Contract Management Reports

Child Care Oversight Summary Report

Lynne Bauereiss discussed the Childcare Contract Management Report. There is only one performance measure required for the child care program. The performance measure for October 2010- September 2011 is 1799 for direct care. However, this year there is also an ARRA requirement that CCS serve 364 children per month. In November there were 2374 units in care. This is 110% of the required measure. For the month of November, the childcare contractor collected \$531.50 from parents who reimbursed the Board for services they received that they were either not entitled to or that they underpaid in parent fees. No payments were made directly to the Board. A grand total of \$1,164.96 has been collected for the year-to-date.

Workforce Center Operator Oversight Summary

The committee reviewed and discussed the Workforce Center Operator report for the month of November 2010. Budget information was not available at this time.

After no further business, the meeting was adjourned at 2:15 p.m.

Transcribed by:

Date: January 24, 2011

Rita Fancher, Recording Secretary

Approved by:

Date: _____

David Hailey, Chair