

Deep East Texas Local Workforce Development Board  
**Executive/Finance Joint Committee Meeting**

July 12, 2011 1:30 P.M.  
539 South Chestnut, Suite 300  
Lufkin, Texas

## MINUTES

**Members Present:**

Wayne Haglund  
Jerry Whitaker  
Ellen Mills  
James Mize  
Sue Wood  
Charles Rushing  
Tyane Dietz  
David Hailey

**Staff Present:**

Rita Fancher, Recording Secretary  
Marilyn Hartsook  
Charlene Meadows  
Linda Mott

**Guests Present:**

Ben Gomez, Gomez & Company

**Members Absent:**

Garvey Jackson

**Call To Order**

Tyane Dietz, Acting Chair, called the meeting to order at 1:38 p.m. A quorum was verified. Everyone was reminded of the Conflict of Interest policy.

**Discussion/Action**

**Action Item: Approval of Executive/Finance Committee Minutes of May 10, 2011**

David Hailey made a motion to approve the minutes of May 10, 2011. Jerry Whitaker seconded. Motion carried.

**Public Comments**

None.

**Information Items**

Tyane Dietz recognized Roby Somerford, new Board member from Nacogdoches County.

### Discussion/Acceptance

#### Financial Report and Funds Utilization for the period ending May 31, 2011

Linda Mott presented the financial reports for the period ending May 31, 2011. Some line items in the Statement of Revenues and Expenditures were discussed.

### Discussion/Possible Action

#### Action Item 11-13: Mid-Year Budget Amendment

This action item was presented by Charlene Meadows. She stated the mid-year modification to the fiscal year 2011 budget was modified to include additional funds received since October, to adjust for actual 2010 carry forward and new budget needs. Discussion followed clarifying the revisions made to the budget. The staff recommends the approval of the budget as presented. Jerry Whitaker made a motion to accept the staff recommendation and present to the full Board for approval. Jimmy Mize seconded motion. Motion carried.

#### Briefing Item 11-22: 2011 Monitoring Report from TWC

Charlene presented this briefing item stating that in February 2011, the Texas Workforce Commission conducted a fiscal and program review of the Board and its contractors. A draft report was issued in April and the Board has responded to the findings noted below.

- (1) The Board did not report accurately compensated labor hours for jobs created and jobs retained data reported under the Recovery Act for the fourth quarter 2009 and the first quarter of 2010.
- (2) The Contractor (workforce center) is not ensuring that TAA (Trade Act) waivers of training requirements are met. This includes accurate completion of waiver forms, correct TWIST data entry, proper development of employment plans, and appropriate revocation of waivers prior to participants entering training.

Charlene reported that the Board has responded to the report by correcting the Recovery Act reporting for the two quarters. She cited that training on TAA requirements has been conducted for the workforce center staff. Charlene concluded by saying that the Board has placed the contractor on a Technical Assistance Plan and meets with appropriate personnel regularly to assess progress. No action required.

#### Briefing Item 11-21: Acceptance of 2010 A-133 Single Audit Report

Ben Gomez, of Gomez and Company, presented the 2010 A-133 Single Audit Report. Mr. Gomez reported that in January 2010, his company conducted an independent audit of the Board's financial operations for the twelve months ended September 30, 2010. A copy of the audit and management letter was provided to the Committee. Mr. Gomez stated the Board is in compliance with the requirement of OMB Circular A-133, which requires entities receiving over \$500,000 in Federal funds to have an annual independent audit. He summarized by stating that the Board received a clean opinion with no findings or issues. No action required.

Any time-sensitive item(s) brought for action by the Executive Committee due to another committee's inability to meet and take action

None.

After no further business, the meeting was adjourned at 2:05 p.m.

Transcribed by:

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Rita Fancher, Recording Secretary

Date: August 4, 2011

Approved by:

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Garvey Jackson, Chair

Date: \_\_\_\_\_