

Deep East Texas Local Workforce Development Board

**Board Meeting**

March 8, 2011

2:30 P.M.

539 S. Chestnut Suite 300

Lufkin Texas

**MINUTES**

**Members Present**

Garvey Jackson, Chair

Patty Fairley

Karla Moffett

Jim Wark

Sally McKinney

Joe Clyde Adams Sr.

Monique Nunn

Mary F. Bradford

Henry Edenfield

Ellen Mills

Howard Watts

Charles Rushing

David Hailey

Tyane Dietz

Sue Wood

**Visitors**

Maria Kassabaum, 1863 Solutions

Jon Bunn, WFS

Sheila White, NCI

Claire Robbins, Manpower Services

**Staff Present**

Rita Fancher, Recording Secretary

Marilyn Hartsook

Charlene Meadows

Darla Johnson

Linda Mott

**Members Absent**

Wayne Haglund

Jerry Huffman

Nino Borbon

Steve Allison

Kathleen Hawkins

Jerry Whitaker

Jimmy Mize

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 2:34 p.m. A quorum was verified. Members were reminded of the conflict of interest policy.

**Discussion/Action:**

**Approval of Minutes of February 8, 2011**

Jim Wark made a motion to approve the minutes of February 8, 2011. Henry Edenfield seconded. Motion carried.

## **Public Comments**

None.

## **Information Items**

Garvey Jackson, Chair, announced there will not be a Board meeting in April.

## **Board Member Comments on Activity in their respective areas**

None.

## **Executive Director's Report**

Charlene Meadows reported:

- Performance reports for January were distributed to the Board members. Charlene stated the Board continues to be at 100% either meeting or exceeding targets. One other board is at 100% also. In December the Board was one of three Boards who were meeting or exceeding all of the performance measures and in November the Board was one of six, and this month the Board is one of two.
- There is not any new information from the state level regarding the funding that will significantly affect Boards. Charlene stated she has read and heard that agencies are being instructed to reduce their budgets by a percentage rather than specific programs or services being cut by the Legislature. The agencies are taking those cuts at the local level rather than eliminating costs at the agency level.
- The House and Senate are continuing negotiations on the House passed version of HR 1 which includes \$61 billion in cuts from current discretionary funding levels which includes zero funding for the Workforce Investment Act which supports our workforce centers. Charlene said the Board will continue to operate under the 3-week Continuing Resolutions which will fund the government until April 8<sup>th</sup>. Charlene reported the Board was asked to submit a report to TWC giving them an estimate of how many employees might be affected in case of a lay off. Discussion ensued.
- The TWC monitors were here January 31 through February 4<sup>th</sup>. Charlene stated an exit conference call was conducted after they returned to Houston. There were no issues with child care. Charlene explained that on the workforce side, there were some issues with the Choices and Trade programs. On the Board side, there was an issue with procurement (the health insurance last year was over \$100,000 and so should have been competitively procured). She stated Finance issues were that staff timesheets should have better documentation of time spent on various grants, and the purchase of Christmas cards may be a disallowed cost because we did not have a phrase imprinted that described our services, not just the Board name. That is less than \$400. The Board has submitted stand-in costs to take care of that rather than have it be part of the final report. The Board will not know which of these, if any, are findings until we receive the written report. Charlene said some other boards had the issue with the Christmas cards and it did come back as a finding.
- Ben Gomez of Gomez & Company, Certified Public Accountants, was here the week of February 21<sup>st</sup> to conduct the annual A-133 audit.
- Richard Rogers who is an associate of E. Taylor and Associates was here February 24-February 28 to conduct case reviews for the programs. Charlene commented this is another duty that the Board contracted out rather than hire staff when the position became vacant last year.
- On the progress of the lease for a new workforce center location in Center. She ended her report with an update on the Crockett Workforce Center.

## **Contractor Reports**

**Child Care Services-** Sheila White of NCI reported that as of March 1, NCI has closed intake and now has a waiting list. Sheila reported there are 2,421 children in care. She said there are 850 children in ARRA funding and 1571 in Formula funding as of March 1. Sheila stated by the end of the fiscal year, NCI projects to meet the performance targets.

## **Workforce Services**

Maria Kassabaum of 1863 Solutions Inc. addressed the Board members with a brief report on performance measures, labor market information, UI claimants, job statistics, training programs, customer workshops, job fairs, the new marketing plan and other activities in the Workforce Center.

## **Discussion/Possible Action**

### **Action Item 11-07: Annual Report**

Marilyn Hartsook presented this action item. Marilyn stated an Annual Report is a requirement of the 501(c)3 incorporation. The 2010 Annual Report is prepared to provide a summary of workforce accomplishments and information that occurred in 2010. It contains highlights, general information, fiscal, service, and program information. Marilyn said printing costs for the Annual Report will be minimal. Tyane Dietz made a motion to approve the printing of the Annual Report. Jim Wark seconded motion. Motion carried.

### **Action Item 11-06: Training Providers**

Marilyn Hartsook presented the applications for the training providers. This is the system for selecting providers for WIA adult and dislocated worker training providers. Once the local Board approves these providers, they are submitted to TWC for inclusion on the statewide training provider list. Initial eligibility training provider applications include: Medical Billing Computer Training; Dallas; for Medical Insurance Specialist. Jim Wark made a motion to approve the training provider application. Monique Nunn seconded motion. Motion carried.

### **Action Item 11-08: Change to Child Care Automated Attendance System Policy regarding failure to swipe Absences**

Marilyn Hartsook presented this action item which refers to the requirements for child care providers on the new child care automated attendance system. Marilyn reported that TWC issued WD Letter 60-09 in 2010 concerning the requirements for child care providers on the new child care automated attendance system. She explained the purpose of the system is to give parents the responsibility for reporting absences. This makes it easier for providers to submit claims, and provides independent verification that a child attended the child care facility. Marilyn stated the Board previously adopted the requirements, per TWC policy, that places the weight of tracking and monitoring the use of the CCAA system on providers. She specified the policy resulted in a very time consuming burden for the providers and they were not being paid for care that had been authorized and provided. Marilyn commented that TWC has now changed this policy. Because TWC uses only the CCAA system as the count of children for performance, it is vital for performance considerations that parents continue to use the CCAA system; therefore, a policy regarding a penalty for parents who choose not to use the system is also recommended. Marilyn cited the staff's recommendation as follows:

To approve the following policies:

1. Consider non-swipes and partial/incomplete swipes as absences even if the child is present.
2. The Board's current policy regarding absences is that when the child reaches 30 days of absences, child care services are terminated. Amend this policy to change the 30 days to 485 days

3. When a parent does not use an activated card for six consecutive days, it will be considered a “voluntary withdrawal,” which will result in immediate termination.
4. At-risk parents whose child care is terminated due to non-swipes may not reapply for thirty days.

And to rescind these two current policies:

1. Providers review the CCAA system attendance and absence reports at least every three days; and
2. Providers must contact the CCS contractor within three calendar days of an absence with the follow-up on the fifth day if the child is still not in attendance.

Jim Wark made a motion to accept the policy changes as presented. Howard Watts seconded motion. Patty Fairley declared both verbally and in writing a conflict of interest and declined discussion and voting. Motion carried.

#### **Committee Reports**

- Business Services Committee

The committee did not meet today. Tyane Dietz gave a report on the new business openings within the 12 county area.

- Operations Committee

The committee did not meet today.

- Finance Committee

The committee did not meet today.

#### **Committee Activity/Briefing Items**

##### **Discussion/Acceptance**

Garvey Jackson presented the monthly financial reports for the period ending January 31, 2011. No issues were found.

- Executive Committee

The committee did not meet today.

#### **Any Time-Sensitive item(s) brought for action by the Executive Committee due to another committee’s inability to meet and take action**

None

With no further business, the meeting adjourned at 3:27 p.m.

Transcribed by:

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Rita Fancher, Recording Secretary

Date: March 31, 2011

Approved by:

\_\_\_\_\_  
Garvey Jackson, Chair

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