

Deep East Texas Local Workforce Development Board

**Board Meeting**

May 10, 2011

2:30 P.M.

539 S. Chestnut Suite 300

Lufkin Texas

**MINUTES**

**Members Present**

Garvey Jackson, Chair

Karla Moffett

Jim Wark

Steve Allison

Joe Adams

Jerry Whitaker

Jimmy Mize

Mary F. Bradford

Henry Edenfield

Ellen Mills

Howard Watts

Betty Russo

Charles Rushing

David Hailey

Tyane Dietz

Lonnie Grissom

**Guests**

Maria Kassabaum, 1863 Solutions

Renee Waggener, NCI

Rama Stolzenburg, WFS

Denise Adams, WFS

Jon Bunn, WFS

Peggy Muckelroy, NEDCO

Angelia Criswell, WFS

Catherine Adams, WFS

**Staff Present**

Rita Fancher, Recording Secretary

Marilyn Hartsook

Charlene Meadows

Linda Mott

Lynne Bauereiss

**Members Absent**

Wayne Haglund

Patty Fairley

Sally McKinney

Jerry Huffman

Nino Borbon

Kathleen Hawkins

Monique Nunn

Joe Shannon

Sue Wood

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

Garvey Jackson, Board Chair, called the meeting to order at 2:30 p.m. A quorum was verified. Garvey introduced new Board member, Lonnie Grissom of Tyler County, representing the Private Sector.

## **Discussion/Action:**

### **Approval of Minutes of March 8, 2011**

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

### **Public Comments**

None.

### **Information Items**

Garvey reported the Board is still short two Private Sector members.

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

- Shelby County is expanding in the gas and oil industry
- Select Energy Company is locating to Chireno. Will be hiring 250-300 employees
- Bio Mass Power Plant in Nacogdoches is progressing rapidly. Is the largest biomass power plant in the nation
- A new apartment complex is being built for the SFA students in Nacogdoches
- Mass Motor Sport is locating to Nacogdoches

### **Executive Director's Report**

Charlene Meadows reported:

- The February report shows the Board is not meeting the Market Share performance; however the March Performance report has been received and indicates the Board is meeting the Market Share performance. The Board is not meeting the Average # Children Served Per Day. The ARRA funds for Child Care have all been utilized, but NCI projects to meet the performance targets by the end of the fiscal year. The Board is doing very well with the Performance Measures.
- The Department of Labor has released the allocations to the state for the Workforce Investment Act funds for the year the Board is currently in. Every program had to give up 2%. The state of Texas lost \$89,000 for all WIA programs. She does not have any information on the new year that begins July 1<sup>st</sup>. There will be a hearing this week by a sub-committee of the House of Representatives on higher education and workforce training.
- She continues to attend meetings of the Nacogdoches Economic Development Corporation, the P16 Council, and the Texas Forest Country Partnership.
- The Board presented at the Angelina Chamber of Commerce First Friday luncheon. Highlights of the program addressed the successful LVN Nursing Program provided at the Hudson High School. In the fall Hudson ISD is going to accept students from Lufkin, Diboll, Apple Springs and Central.

### **Committee Reports**

- Business Services Committee

The committee met today. Tyane Dietz reported on the new business openings and area layoffs within the 12 county area. In addition, she gave a summary of the Business Services Oversight. Tyane gave a report on the project she presented to the Chamber of Commerce First Friday luncheon which discussed the highlights of the successful LVN Nursing Program at the Hudson High School.

## Discussion/Possible Action

### Action Item 11-12: Target Occupations for 2011

Tyane Dietz presented this action item which comes as a motion from the Business Services Committee. The Board is required to review and update its Target Occupation list bi-annually. The Target Occupations list is to approve recognized training coursework submitted by training providers for the Eligible Training Provider System (ETPS). The Target Occupation list is developed from a labor market analysis which uses occupational trends and projections. The occupational projections are updated every two-years, the 2008-2018 projections were used for this analysis. The Target Occupation list attached consists of occupations that require some training and are projected to grow. In some cases, occupations with little demand were included based on "local wisdom" or labor market information from local sources. The list incorporates occupations from industries that were targeted, see attached Target Industry list. Other occupations not included in these industries were added due to growth. Three education occupations were removed from last year's list because of recent layoffs and the restricted state budget. Two oil and gas occupations were added to this year's list due to local labor market information. The Demand Occupation list contains 285 demand occupations. These were based on the number employed and the projected growth in an occupation. That list will be used as general labor market information and for training for programs other than WIA. Henry Edenfield seconded motion. Motion carried.

- Operations Committee

The committee met today.

## Discussion/Possible Action

### Action Item 11-10: Training Provider Applications

David Hailey presented this action item which comes as a motion from the Operations Committee for approval of the attached Training Provider Applications. 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: Trinity Valley in Athens, Palestine, and Terrell for: Computer Science Certificate and AAS; Fire Science Technology Certificate; Legal Assistant Certificate; Legal Assistant Technology AAS; MIS Certificate; Small Business Management Certificate; Software Applications Specialist Certificate. Trinity Valley in Athens for Basic Medical Assisting-Geriatrics and Pipe Welding Certificate. Henry Edenfield seconded motion. Motion carried.

### Action Item 11-14: Workforce Center Facilities in Shelby County

This action item was tabled until the next Board meeting.

### Action Item 11-15: Workforce Center Facilities in Houston County

David Hailey presented this action item which comes as a motion from the Operations Committee meeting. In June of 2010 the Board approved proceeding with leasing approximately 1,200 square feet of office space from Angelina College in the Houston County Technical Vocational and Higher Education Training Center, which was under construction for workforce center operations, for a prorated share of the cost of utilities and janitorial services. The monthly cost to the Board for electric, water, lawn, and janitorial costs plus use of common areas (break room and restrooms) is estimated to be less than \$800. In addition to this the Board will have communication costs of less than \$600 (estimated) and equipment costs. The estimated annual cost is \$20,000 or less compared to \$48,000+ per year, currently. The Operations Committee motioned to co-locate with Angelina College as long as funding allows. Tyane Dietz seconded motion. Motion carried.

- Finance Committee

The Finance Committee met today with the Executive Committee.

Discussion/Acceptance

Jerry Whitaker presented the six month financial reports for the period ending March 31, 2011. No issues were found. The committee requested that footnotes be added to explain the percentage variations.

- Executive Committee

The committee met today.

Discussion/Possible Action

Action Item 11-13: Mid-Year Budget Amendment

This action item was tabled until the next Board meeting.

Action Item 11-09: Procurement Policy

Garvey Jackson presented this action item which comes as a motion from the Executive Committee. TWC provided a Fiscal guidance notice that included an update to the Financial Manual for Grants and Contracts (FMGC) pertaining to the Small Purchase Procedures with an effective date of April 1, 2011. The Board's procurement policy needs to be updated to reflect the changes contained in the FMGC notice. The original policy and revised Board policy, Section 2.9 - Small Purchase Policy was provided to the Board members.

**Section 2.0 SMALL PURCHASE PROCEDURES**

***(Current Policy)***

Policy:

Small purchase procedures involve simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies or other property, costing not more than the simplified acquisition threshold (currently \$100,000) in the aggregate.

***(Proposed Revised Policy)***

Policy:

Small purchase procedures involve simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies or other property, costing not more than the simplified acquisition threshold (currently \$100,000) in the aggregate. Small purchase procurements, not exceeding \$3,000 may be completed without requiring price or rate quotations if the purchasing entity considers the price to be reasonable. Action to verify price reasonableness of goods or services that fall within the threshold needs to be taken if:

- the purchasing entity suspects or has information to indicate that the price might not be reasonable (e.g. comparison to the previous price paid or personal knowledge of the good or service); or
- purchasing a good or service for which comparable pricing is not readily available (e.g. a good or service that is not the same as, or is not similar to, other goods or services that the entity recently purchased on a competitive basis).

The Executive Committee motioned to accept the proposed revised policy. Jim Wark seconded motion. Motion carried.

Action Item 11-11: E. Taylor & Associates Monitoring

Garvey Jackson presented this action item which comes as a motion from the Executive Committee. In 2008, the Board voted to contract with E. Taylor and Associates for annual monitoring of subcontractors. This agreement began May 1, 2008 and will end April 30, 2011. At yearly renewal, the Board may elect, at its sole discretion, to renew the contract pending successful contract completion, a review, and funding availability. A proposed budget of \$50,502 from E. Taylor was presented to the Board members as follows:

Services: (On site reviews for Finance, Program, and Quarterly Case Reviews, reporting and follow-ups) \$ 37, 56  
Travel & Lodging:  
 (Hotel, mileage, auto, per Diem) \$ 12,942  
**\$ 50,502**

Previous Years	Contract Amounts	Additional Monitoring Services	Additional Contract Amounts	Total Contract Amount
2010	\$39,008.00	Added Quarterly Case Readings	\$13,576.00	\$52,584.00
2009	\$27,064.50	Added Summer Youth Program Monitoring	\$17,432.00	\$44,496.50
2008	\$33,122.50			\$33,122.50

The committee motioned to accept the proposed budget for May 1, 2011 through April 30, 2012, for E. Taylor and Associates, in an amount not to exceed \$50,502. Jim Wark seconded motion. Motion carried.

**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:

\_\_\_\_\_  
 Rita Fancher, Recording Secretary

Date: May 31, 2011

Approved by:

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

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