

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

May 10, 2011 1:30 P.M.
539 South Chestnut, Suite 300
Lufkin, Texas

MINUTES

Members Present:

Garvey Jackson, Chair
Jerry Whitaker
Ellen Mills
James Mize
Charles Rushing
Tyane Dietz
David Hailey

Staff Present:

Rita Fancher, Recording Secretary
Marilyn Hartsook
Charlene Meadows
Linda Mott

Guests Present:

None

Members Absent:

Wayne Haglund
Sue Wood

Call To Order

Garvey Jackson, Chair, called the meeting to order at 1:45 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 February 8, 2011
David Hailey made a motion to approve the minutes of February 8, 2011. Tyane Dietz seconded. Motion carried.

Public Comments

None.

Information Items

None

Discussion/Acceptance

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

Jerry Whitaker presented the six month financial reports for the period ending March 31, 2010. Some line items in the Statement of Revenues and Expenditures were discussed. The committee requested that footnotes be added to explain the percent variations.

Discussion/Possible Action

Action Item 11-13: Mid-Year Budget Amendment

This action item was tabled until the June Board Meeting

Action Item 11-09: Procurement Policy

Charlene Meadows presented this action item. She stated 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. She reported that 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 Committee 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 staff recommends the changes presented in the revised policy. Jerry Whitaker made a motion to accept the revised policy as presented and take to the Board for final approval. Ellen Mills seconded motion. Motion carried.

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

Charlene Meadows presented this action item. She cited that 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. She explained that at yearly renewal, the Board may elect, at its sole discretion, to renew the contract pending successful contract completion, a review, and funding availability. The Board staff received a proposed budget of \$50,502 from E. Taylor which was presented to the Committee 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

Charlene stated it is the staff's recommendation 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. Jimmy Mize made a motion to accept the staff recommendation and present to the full Board for approval. Charles Rushing 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.

Federal Funding for Workforce Investment

Charlene Meadows reported that the Department of Labor did release allocations to the state of Texas for WIA funding for the current year. Texas will have a reduction of \$89,000 total for all three programs. Discussion ensued.

After no further business, the meeting was adjourned at 2:10 p.m.

Transcribed by:

 Rita Fancher, Recording Secretary

Date: February 21, 2011

Approved by:

 Garvey Jackson, Chair

Date: _____