

Deep East Texas Local Workforce Development Board
Operations Committee Meeting
May 10, 2011 12:45 P.M.
539 S. Chestnut Suite 300
Lufkin Texas

Minutes

Members Present:

David Hailey, Chair
Steve Allison
Karla Moffett
Mary F. Bradford
Howard Watts
Hank Edenfield

Staff:

Rita Fancher, Recording Secretary
Lynne Bauereiss
Charlene Meadows
Darla Johnson

Members Absent:

Patty Fairley
Wayne Haglund
Sally McKinney
Sue Wood

Guests:

Maria Kassabaum, 1863 Solutions
Renee Waggener, NCI
Rama Stolzenburg, WFS
Denise Adams, WFS

Call to Order

David Hailey called the meeting to order at 12:50 p.m. A quorum was verified. Everyone was reminded of the Conflict of Interest policy.

Action Item: Approval of Minutes of January 11, 2011

Mary Frances Bradford made a motion to approve the minutes of January 11, 2011. Henry Edenfield seconded. Motion carried.

Public Comments

None

Information Items

None

Discussion/Possible Action

Action Item 11-10: Training Provider Applications

Charlene Meadows presented this action item as a recommendation from staff requesting acceptance of the 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. Mary Frances Bradford made a motion to accept the training provider applications and present to the Board for approval. Karla Moffett seconded. Motion carried.

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

Charlene Meadows presented this action item stating the current lease for the workforce center space with Lumberjack Partners for the Shelby County Workforce Center will expire June 30, 2011. The current total rent is \$5,000 per month for 5,401 square feet. She reported a Request for Proposals (RFP) was issued November 8, 2010 and offers were due December 3, 2010. Three offers were submitted. The Board elected to consider Mr. Murray Matthews to build a new office for us. After funding losses, a temporary building has been considered, which Murray Mathews owns. The rent will be less than \$1500 per month and will lease to us month to month until funding is decided and a smaller office building will be built. After substantial discussion, Howard Watts made a motion to table this item until further options have been considered. Mary Frances Bradford seconded the motion. Motion carried.

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

Charlene Meadows presented this action item. She stated 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 us 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 we 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 staff recommends continuing with the co-location with Angelina College as long as funding allows. Mary Frances Bradford made a motion to accept the staff recommendation and present to the full Board for approval. Karla Moffett seconded motion. Motion carried.

Reports

Neighborhood Centers Inc.

Renee Waggener of NCI reported as of May 10, 2011, there are 2124 children in formula funding. She stated all ARRA funding has been fully expended as of the end of March 2011 billing. She reported this year's performance measure for formula is 1799 and the ARRA measure is 364. She said that NCI anticipates that they will exceed the ARRA measure. Their current projection is that they will only be able to meet 97.75% of the formula target by the end of this fiscal year. She said NCI currently has 536 children on the waiting list and anticipate that there will be a waiting list for the remainder of the fiscal year.

1863 Solutions, LLC – Workforce Center Operator

Maria Kassabaum of 1863 Solutions Inc. gave a brief summary on the April 2011 labor exchange report. Denise Adams of Polk County Workforce Solutions presented a power point presentation on the Polk County Workforce Solutions activities and success stories.

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 March 2011. The unemployment rate has increased to 9.2%. Job seekers increased, job openings increased, and total entered employments increased.

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 March there were 2399 units in care. This is 111% of the required measure. For the month of March, the childcare contractor collected \$915.59 from parents who reimbursed the Board for services they received that they were either not entitled to or that they underpaid in parent fees. Payments made directly to the Board in February were \$220.00. A grand total of \$4471.45 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 March 2011. The contractor is currently meeting or exceeding all performance targets. Anticipated expenditure rate is 50%, actual is 46.3%. There are no budget concerns at this time with the contractor.

After no further business, the meeting was adjourned at 1:32 p.m.

Transcribed by:

Date: January 24, 2011

Rita Fancher, Recording Secretary

Approved by:

Date: _____

David Hailey, Chair