

Workforce Solutions - Deep East Texas  
Board Meeting Agenda  
Kurth Memorial Library  
706 S. Raguet St., Meeting Room  
Lufkin, TX 75904

FILED  
AT 2:14 O'CLOCK P.M.  
APR 04 2018  
AMY FINCHER  
County Clerk, County Court at Law  
Angelina County, Texas  
By: *[Signature]*

2:30 P.M.

April 10, 2018

**Conflict of Interest Reminder:** No staff or Workforce Board member may take part in reviewing, discussing, or any other action on any proposal submitted by an agency or individuals, if that staff or Workforce Board member is an officer, employee, director, or any member of the staff or Workforce Board member's family is the same, or has direct or indirect interest in a proposal, including through family or business relationships.

Items may not be considered in the order they appear.

- I. **Call to Order** Lisa Balty, Chair
  - A. Verify Quorum
  - B. Conflict of Interest
  - C. Welcome of Guests
  
- II. **Action Item: Approval of Minutes – February 13, 2018** Lisa Balty, Chair
  
- III. **Public Comments** Lisa Balty, Chair
  
- IV. **Information Items** Lisa Balty, Chair
  
- V. **Board Member Comments on Activity in their Respective Areas** Lisa Balty, Chair
  
- VI. **Executive Director's Report (handout)** Mark Durand
  - A. Contracts/Agreements
  - B. Performance
  - C. Contacts and Coordination Efforts
  - D. Rules and Legislation Update
  - E. Funding
  - F. Other Activity and Administrative Matters not requiring action by the Board
  
- VII. **Committee Reports**
  - A. **Operations Committee** Robert Fitzpatrick, Chair
    - 1. Committee Activity
    - 2. Discussion/Possible Action
      - a. Action Item 18-04 – Complaints Policy Update
      - b. Action Item 18-06 – Training Provider Applications
      - c. Action Item 18-07 – Work Experience and Work Activity Policy Update
  
  - B. **Business Services Committee Reports** Tyane Dietz, Chair
    - 1. Committee Activity
    - 2. Discussion/Possible Action
      - a. Action Item 18-08 – High Demand Occupation Grant

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**April 10, 2018**

**2:30 P.M.**

**C. Executive/Finance Committee**

Lisa Balty, Chair

- 1. Committee Activity**
- 2. Discussion/Acceptance of Financial Reports**
  - a. January 2018**
    - i. Statement of Financial Position
    - ii. Budget vs. Actual
    - iii. Grant Report
  - b. February 2018**
    - i. Statement of Financial Position
    - ii. Budget vs. Actual
    - iii. Grant Report
- 3. Discussion/Possible Action**
  - a. Action Item 18-09** – Angelina Co. WFC Lease Extension
  - b. Action Item 18-10** – IT Security Policy
  - c.** Any time-sensitive item(s) brought for action by the Executive Committee due to another Committee's inability to meet and take action
  - d.** Any action on workforce center facilities or leases, needed to maintain access, safety, health, services, and financial and legal accountability, including relocation and closure.

**VIII. Adjourn**

Lisa Balty, Chair

**CLOSED SESSION**

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April 10, 2018

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AT 2:14 O'CLOCK P.M.  
APR 04 2018  
2:30 P.M.  
AMY FINCHER  
County Clerk, County Court at Law,  
Angeline County, Texas  
By \_\_\_\_\_

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Lufkin, TX 75904**

**April 10, 2018**

**2:30 P.M.**

**C. Executive/Finance Committee**

Lisa Balty, Chair

- 1. Committee Activity**
- 2. Discussion/Acceptance of Financial Reports**

**a. January 2018**

- i. Statement of Financial Position**
- ii. Budget vs. Actual**
- iii. Grant Report**

**b. February 2018**

- i. Statement of Financial Position**
- ii. Budget vs. Actual**
- iii. Grant Report**

**3. Discussion/Possible Action**

- a. Action Item 18-09 – Angelina Co. WFC Lease Extension**
- b. Action Item 18-10 – IT Security Policy**
- c. Any time-sensitive item(s) brought for action by the Executive Committee due to another Committee's inability to meet and take action**
- d. Any action on workforce center facilities or leases, needed to maintain access, safety, health, services, and financial and legal accountability, including relocation and closure.**

**VIII. Adjourn**

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**Workforce Solutions - Deep East Texas  
Executive/Finance Committee Meeting Agenda  
Kurth Memorial Library  
706 S. Raguet St., Meeting Room  
Lufkin, TX 75904**

FILED  
APR 04 2018  
1:30 P.M.  
AMY FINCHER  
County Clerk, County Court  
Blanco County, Texas

**April 10, 2018**

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**Items may not be considered in the order they appear.**

- |  |  |
|--|--|
| <b>I. Call to Order</b><br>A. Verify Quorum<br>B. Conflict of Interest<br>C. Welcome of Guests   | Lisa Balty, Chair                          |
| <b>II. Action Item: Approval of Minutes – January 9, 2018</b>  | Lisa Balty, Chair                          |
| <b>III. Public Comments</b>  | Lisa Balty, Chair                          |
| <b>IV. Information Items</b>   | Lisa Balty, Chair                          |
| <b>V. Discussion and Possible Action</b><br>A. <b>Action Item 18-09</b> Angelina Co. WFC Lease Extension<br>B. <b>Action Item 18-10</b> IT Security Policy   | Mark Durand<br>Josh Laskoskie              |
| <b>VI. Discussion and Acceptance of Financial Reports</b><br>A. Financial Reports for January 2018<br>1. Statement of Financial Position<br>2. Budget vs. Actual<br>3. Grant Report<br>B. Financial Reports for February 2018<br>1. Statement of Financial Position<br>2. Budget vs. Actual<br>3. Grant Report | Katherine Crocker<br><br>Katherine Crocker |
| <b>VII. Adjourn</b>  | Lisa Balty, Chair                          |

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Executive/Finance Committee Meeting Agenda  
Kurth Memorial Library  
706 S. Raguet St., Meeting Room  
Lufkin, TX 75904**

FILED  
APR 04 2018  
1:30 P.M.  
County Clerk, County Court Law  
Angelina County, Texas  
AMY FINCHER  
by W.D.

**April 10, 2018**

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- III. Public Comments** Lisa Balty, Chair
  
- IV. Information Items** Lisa Balty, Chair
  
- V. Discussion and Possible Action**
  - A. **Action Item 18-09** Angelina Co. WFC Lease Extension Mark Durand
  - B. **Action Item 18-10** IT Security Policy Josh Laskoskie
  
- VI. Discussion and Acceptance of Financial Reports**
  - A. Financial Reports for January 2018 Katherine Crocker
    - 1. Statement of Financial Position
    - 2. Budget vs. Actual
    - 3. Grant Report
  - B. Financial Reports for February 2018 Katherine Crocker
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    - 2. Budget vs. Actual
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- VII. Adjourn** Lisa Balty, Chair

**CLOSED SESSION**

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**Workforce Solutions - Deep East Texas  
Operations Committee Meeting Agenda  
Kurth Memorial Library  
706 S. Raguet St., Meeting Room  
Lufkin, TX 75904**

**April 10, 2018**

**FILED**  
**AT 12:30 O'CLOCK P.M.**  
**APR 04 2018**  
County Clerk, County Court at Law  
Angelina County, Texas  
AMY FINCHER  
VWD

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- |   |                           |
|---|---------------------------|
| <b>I. Call to Order</b>   | Robert Fitzpatrick, Chair |
| <b>A. Verify Quorum</b>   |                           |
| <b>B. Conflict of Interest</b>  |                           |
| <b>C. Welcome of Guests</b>   |                           |
| <b>II. Action Item: Approval of Minutes – November 14, 2017</b>               | Robert Fitzpatrick, Chair |
| <b>III. Public Comments</b>   | Robert Fitzpatrick, Chair |
| <b>IV. Information Items</b>  | Robert Fitzpatrick, Chair |
| <b>V. Discussion/Possible Action:</b>   |                           |
| <b>A. Action Item 18-04 – Complaints Policy Update</b>                        | Sarah Milligan            |
| <b>B. Action Item 18-06 – Training Provider Applications</b>                  | Sarah Milligan            |
| <b>C. Action Item 18-07 – Work Experience and Work Activity Policy Update</b> | Sarah Milligan            |
| <b>VI. Reports</b>  |                           |
| <b>A. Workforce Center Operator Oversight Summary</b>                         | Sarah Milligan            |
| <b>B. Child Care Sub-Recipient Oversight Summary</b>                          | Katherine Crocker         |
| <b>C. Dynamic Workforce Solutions Report</b>                                  | Donna Weese               |
| <b>D. Goodwill Contractor Services Report</b>                                 | Erica Cook                |
| <b>VII. Adjourn</b>   | Robert Fitzpatrick, Chair |

**CLOSED SESSION**

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Operations Committee Meeting Agenda  
Kurth Memorial Library  
706 S. Raguet St., Meeting Room  
Lufkin, TX 75904**

**April 10, 2018**

**FILED**  
**AT 2:50 CLOCK**  
**APR 04 2018**  
**12:30 P.M.**  
AMY FINCHER  
County Clerk, County Court, Lewis  
County, Texas  
By W. Angelina  
County Clerk, Texas

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| <br>  |                           |
| <b>III. Public Comments</b>   | Robert Fitzpatrick, Chair |
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| <b>IV. Information Items</b>  | Robert Fitzpatrick, Chair |
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| <b>V. Discussion/Possible Action:</b>   |                           |
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Workforce Solutions - Deep East Texas  
Business Services Committee Meeting Agenda  
Kurth Memorial Library  
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Lufkin, TX 75904

FILED  
AT 2:11 O'CLOCK P.M.  
APR 04 2018  
AMY FINCHER  
County Clerk, County Court at Law  
By Angelina County, Texas  
VMD

April 10, 2018

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| <b>IV. Discussion/Possible Action</b>                           |                        |
| A. Action Item 18-08 – High Demand Occupation Grant             | Mark Durand/Tim Ditoro |
| <b>V. Reports</b>   | Tyane Dietz, Chair     |
| A. Labor Market Information                                     | Mark Durand            |
| B. Flood and Harvey Grants (Temp Employment)                    | Mark Durand            |
| C. Workforce Center Update                                      | Rhonda McGrath         |
| D. DETCOG Hurricane Ike Round 2.2 Disaster Funds Update         | Mark Durand            |
| <b>VI. Information Items</b>                                    | Tyane Dietz, Chair     |
| <b>VII. Adjourn</b>   | Tyane Dietz, Chair     |

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AMY FINCHER  
County Clerk, County Court at Law  
Angelina County, Texas  
By [Signature]

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