



**WORKFORCE SOLUTIONS**

SOUTHEAST TEXAS

A proud partner of the [americanjobcenter](#) network.

# BOARD MEETING

January 8, 2019

@9:30 a.m.



# WORKFORCE SOLUTIONS

SOUTHEAST TEXAS

A proud partner of the [americanjobcenter](#) network.

## BOARD MEETING AGENDA

510 Park Street, Board Room (Auditorium), Beaumont, Texas 77701

January 8, 2019, 9:30 a.m.

*Sue Daniels, Chair Presiding*

- I. Opening Remarks by the Board Chair.....Sue Daniels
- II. Board Meeting Minutes.....pages 1-6.....Sue Daniels
  - 1. Action Item: Board Meeting Minutes for November 6, 2018
- III. Report from Finance Committee.....pages 7-12.....Roxanne Acosta-Hellberg
  - 1. Briefing Item: FY 2019 YTD Expenditures through October 31, 2018
  - 2. Briefing Item: Check Registers from October 20<sup>th</sup> through October 31, 2018
  - 3. Briefing Item: 510 Park Building Issues
- IV. Report from the Executive Director.....pages 13-15.....Marilyn Smith
  - 1. Briefing Item: Report on TWC Annual Conference – November 22-30, 2018
  - 2. Briefing Item: Board 2017-2020 Strategic Plan Modification requirements
  - 3. Briefing Item: Southeast Texas Labor Market Overview - presentation
  - 4. Briefing Item: Rapid Response/Layoff Update
- V. Other Business.....Sue Daniels
  - 1. Next Board Meeting – February 5, 2019
- VI. Public Comments.....Sue Daniels
- VII. Possible Executive Session .....Sue Daniels
- VIII. Reconvene Board Meeting.....Sue Daniels
- IX. Possible Action from Executive Session .....Sue Daniels
- X. Adjournment .....Sue Daniels



*"A world-class competitive workforce for Southeast Texas"*

Equal Opportunity Employer/Program

Auxiliary aids and services available upon request to individuals with disabilities

Relay Texas @ 1-800-735-2989 (TDD) or 1-800-735-2988 (Voice)



**Workforce Solutions**  
**Southeast Texas**  
**Agenda Item Information**

<b>Meeting Date:</b>	<b>January 8, 2019</b>
<b>Agenda Item Topic</b>	<b>Board Meeting Minutes for November 6, 2018</b>
<b>Type of Action</b>	<p style="text-align: center;"><input type="checkbox"/> <b>Briefing Information Only</b></p> <p style="text-align: center;"><input type="checkbox"/> <b>Policy Briefing Item</b></p> <p style="text-align: center;"><input checked="" type="checkbox"/> <b>Action Item</b></p>
<b>Presenter(s)</b>	<b>Sue Daniels, Board Chair</b>
<b>Summary of Item</b>	<ul style="list-style-type: none"> <li>➤ <b>Review of the Board Meeting Minutes for November 6, 2018 for Board Approval</b></li> </ul>
<b>Attachment (s)</b>	<b>A. Board Meeting Minutes for November 6, 2018</b>

# Workforce Solutions Southeast Texas Board Meeting Minutes

November 6, 2018

## MEMBERS PRESENT

Sue Daniels, Early Learning Pre-School and Child Care Center  
Thomas Gage, South Hampton Resources  
Trey Berryman, Sheet Metal Workers Local #54  
Bill Nickum, Nickum Insurance Agency  
Roxanne Acosta-Hellberg, Get Recovery, Inc.  
Karl Segura, Entergy of Texas  
Verna Rutherford, MOTIVA Enterprises LLC  
Danny Prosperie, IBEW Local 479  
Benny Smith, Greater Orange Literacy Services  
Jerry Wayne Pillsbury, Sabine Area Labor Council  
Ana Pereda, Greater Beaumont Chamber of Commerce  
Steven Slauson, Texas Workforce Commission  
Stephanie Semien, Texas Health & Human Services Commission  
Dr. Harold Whitfield, Texas Workforce Commission - Rehabilitation Services  
Ashley Alemayehu, ExxonMobil  
Viola Bostic, Medical Center of Southeast TX – Victory Campus  
Dr. Lonnie Howard, Lamar Institute of Technology  
Jamie Hogge, CASA

## MEMBERS NOT PRESENT

Anna Tanton, Silsbee Oaks Health Care, LLP  
Jerome Delafosse, Valero Port Arthur Refinery  
Carey Georgas, Cravens Insurance Agency  
Ashwini Kumar, Conn's Home Plus  
Capt. Burnie Burnistine, NAACP  
Dr. Shannon Allen, Beaumont ISD  
Rickey Simmons, III, Triple S Industrial Corporation

## STAFF PRESENT

Marilyn Smith  
Mary Hammon  
Deloris Coleman  
Pam Wise  
Suzanne Saenz  
Lauren Van Gerven



The Board's year ended August 31, 2018, however, several TWC contracts extend beyond that date. Final ending balances will carry forward to FY2019 that began on September 1, 2018. Annual audit work has already begun, and a report should be issued by the January Board meeting.

The next Finance meeting is scheduled for Thursday, December 13, 2018 at 9:00 a.m.

**The Committee Chair stated there was no action necessary from this Committee.**

**19-11                      REPORT FROM THE PLANNING, EVALUATION AND  
OVERSIGHT COMMITTEE**

The committee reviewed the monitoring reports provided by the Quality Assurance Staff. Programs were reviewed in the areas of **participant eligibility; non-cooperation (TANF/CHOICES and SNAP only); work activity, justification for training, worksite compliance and Personal Identifiable information (PII).**

The Workforce Center Contractor had (4) unresolved fiscal issues in cost allocation from the last Fiscal Monitoring review. Last reported, the Fiscal Monitor was in the process of conducting follow-up regarding resolution of these unresolved issues. At the completion of this review, the monitor determined the action taken to resolve the issues, "satisfactory".

Per Marilyn Smith, Executive Director, the Teacher Externship application for \$40,565 has been submitted. The initiative is intended to, "create partnerships among educators and various industries to develop an effective workforce system by making the connection between academic skills and the workplace".

**The Committee Chair stated there was no action necessary from this Committee.**

**19-12                      REPORT FROM THE CHILD CARE COMMITTEE**

The Committee reviewed the monitoring reports provided by the Quality Assurance Staff for the Child Care Contractor. The areas reviewed were Client Eligibility & Provider Monitoring results. There were no findings, however, there were some areas of concern. These issues were corrected by the Child Care Contractor.

**The Committee Chair stated there was no action necessary from this Committee.**

19-13

## REPORT FROM THE MARKETING COMMITTEE

The committee recommends that The Lee Group be awarded the contract for Marketing/Outreach Plan Services for Workforce Solutions Southeast Texas. Pending successful contract negotiations, the contract will begin January 1, 2019.

**Bill Nickum made a motion to award The Lee Group with the contract for Marketing/Outreach Plan Services for Workforce Solutions of Southeast Texas.**

Mr. Slauson questions the motion and asked if we were getting The Lee Group for the next (4) years. Mr. Nickum answered yes and explained that each proposal was scored up to 105pts. The Lee Group was the most successful. Mr. Nickum further explained that The Lee Group has actually done the job for 30yrs. They have demonstrated their complete understanding of the Southeast Texas Board and the Southeast Texas Region.

Ms. Smith added that the evaluation criteria was based on: cost, design, proposals and demonstrative practices. Contracts are reviewed and evaluated at the end of each year. Funding is based upon the successful completion of their contract role for that year.

Ms. Alemayehu added that the contract is not automatically going to them. The contract is for time and materials based on the hourly rate. The benefit of the hourly rate vs. the quality that The Lee Group provides.

**Ms. Daniels called for the previous question, Danny Prosperie seconded the motion. The motion carried.**

19-14

## EXECUTIVE DIRECTOR'S REPORT

The Workforce Solutions Port Arthur location is now open and the ribbon cutting ceremony is scheduled for December 6, 2018 at 9:00am. It is a very nice facility with a better utilization of space. Notifications will be sent welcoming all to attend.

The Red, White and You Veterans Job Fair will be held statewide in all (28) Board areas on November 8, 2018. A total of (54) employers are expected to attend our event with the event being held at the Beaumont location. The purpose of the event is to assist veterans and their spouses with gaining suitable employment. Representatives from Texas Workforce Commission are expected to attend to include Debbie Carlson and Shante Williams.

The TWC Annual Monitoring was conducted the week of May 21-25, 2018. The report from that visit was recently received. It was a very thorough review. The management letter was reviewed by the Board. Ms. Smith informed the Board that we are in pretty good shape. However, there were "some areas of concern" noted that warrant attention, such as the Memorandums of Understanding. Ms. Smith gave special thanks to Imogene Chargois, (Managing Director of Workforce Center Operations) and Kim Purnell (Child Care Group)

Southeast Texas Child Care Management Operations for their hard work and their part in the Board's good monitoring reports. The Board applauded them for such a good monitoring report.

The State Conference will be held on November 28-30, 2018. Two of our partnering entities from this area will receive awards. The Region V Service Center will receive the 2018 AEL Award and Lamar State College - Orange will receive the Community College Engagement Award.

Lastly, Ms. Smith explained the importance of subcommittee membership orientation and attendance. All members are encouraged to serve on at least (2) of the Board's (8) Standing Committees. New membership orientation will be held in December and is expected to last one hour. Notification will be sent regarding the date and time once confirmed to all new members.

**19-15 PUBLIC COMMENTS**

There were no public comments.

**19-16 OTHER BUSINESS**

The Board Chair stated that the next Board Meeting will be on January 8, 2019.

**19-17 ADJOURNED**

Ms. Daniels announced that the meeting adjourned at 10:08 a.m.



**Workforce Solutions**  
**Southeast Texas**

**Agenda Item Information**

<b>Meeting Date</b>	<b>January 8, 2019</b>
<b>Agenda Item Topic</b>	<b>Presentation from the Finance Committee</b>
<b>Type of Action</b>	<input checked="" type="checkbox"/> Briefing Information Only  <input type="checkbox"/> Policy Briefing Item (Action at next meeting)  <input type="checkbox"/> Action Item
<b>Presenter(s)</b>	<b>Ms. Roxanne Acosta-Hellberg, Finance Officer</b>
<b>Summary of Item</b>	<ul style="list-style-type: none"> <li>➤ <b>FY 2019 Expenditures Reports thru October 31, 2018</b></li> <li>➤ <b>Review of Check Registers from October 20th through December 10, 2018.</b></li> <li>➤ <b>510 Park Building Issues</b></li> <li>➤ <b>Next Finance Meeting Thursday, January 24, 2019</b></li> </ul>
<b>Attachments</b>	<b>A: FY 2018 Expenditures Reports thru October 31, 2018</b>

# BRIEFING ITEM

## Finance Committee Report

### **PURPOSE:**

To present a summary of the Finance Committee meetings that occurred on December 13, 2018.

### **BACKGROUND:**

The meeting on December 13, 2018 was attended by: Ms. Sue Daniels, Ms. Stephanie Semien, Captain Burnie Burnistine, and I.

### **DISCUSSION:**

Committee reviewed and discussed the following during the meetings:

- Check Registers from October 20<sup>th</sup> through December 10, 2018.
- FY 2019 YTD Expenditures through October 31, 2018
- 510 Park Building Issues

Copies of the following expenditure reports for August are included as **Attachment A:**

- Board Projected FY 2019 Contract Summary
- FY 2019 Projected Allocation Summary
- Board Budget Report

The Committee also reviewed a letter sent by the attorney who prepared the building lease for 510 Park, to the landlord Mr. Tom Flanagan. Mr. Flanagan has agreed to fulfill his duties under the lease, but the Finance Committee will continue to monitor the situation.

The next Finance meeting is scheduled for Thursday, January 24, 2019 at 9:00 am.

**ACTION NEEDED:** none

# ATTACHMENT A

**WORKFORCE SOLUTIONS SET BOARD PROJECTED FY 2019 CONTRACT SUMMARY**

CONTRACT NUMBER	TYPE OF FUNDS	CONTRACT PERIOD	CONTRACT TOTAL	EXPENDED TO DATE THRU AUGUST 31, 2018	PERCENT EXPENDED AT 8/31	FY 2019 AMOUNTS	Expenditures thru October 2018	FY 2019 Balance	
1	1818WOA000	WIOA - ADULT	July 1, 2018 thru June 30, 2020	1,542,898	0	0.0%	1,542,898	109,556	1,433,342
2	1818WOD000	WORKFORCE INVESTMENT ACT - DISLOCATED WORKER	July 1, 2018 thru June 30, 2020	1,029,578	0	0.0%	1,029,578	156,372	873,206
3	1818WOY000	WORKFORCE INVESTMENT ACT - YOUTH	July 1, 2018 thru June 30, 2020	1,532,551	0	0.0%	1,532,551	357,181	1,175,370
4	1817WOA000	WIOA - ADULT	July 1, 2017 thru June 30, 2019	1,192,584	1,156,806	97.0%	35,778	29,618	6,160
5	1817WOD000	WIOA - DISLOCATED WORKER	July 1, 2017 thru June 30, 2019	723,409	701,707	97.0%	21,702	21,702	0
6	1817WOY000	WIOA - YOUTH	July 1, 2017 thru June 30, 2019	1,187,636	907,636	76.4%	280,000	189,267	90,733
7	1819REA000	REEMPLOYMENT SERVICES	November 1, 2017 through October 31, 2018	126,175	118,500	93.9%	7,675	7,675	0
8	1819REA000	REEMPLOYMENT SERVICES	October 1, 2018 through October 31, 2019	145,090	0	0.0%	145,090	0	145,090
9	1817PAA000	PERFORMANCE INCENTIVE AWARD CLAIMANT RE-EMPLOYMENT	January 1, 2017 thru December 31, 2017	30,000	3,000	10.0%	27,000	24,000	3,000
10	1819WC000	WORKFORCE COMMISSION INITIATIVES	October 1, 2018 thru December 31, 2019	55,886	0	0.0%	55,886	1,119	54,767
11	1819WOR000	WIOA RAPID RESPONSE	July 1, 2018 thru June 30, 2019	27,501	0	0.0%	27,501	10,421	17,080
12	1817NDW001	TX-32 Disaster 2017 Harvey	August 28, 2017 through September 30, 2019	3,563,000	2,015,000	0.0%	1,548,000	447,032	1,100,968
13	1818ITP000	TEXAS INDUSTRY PARTNERSHIP INITIATIVE	May 1, 2018 thru April 30, 2019	100,000	15,000	15.0%	85,000	43,722	41,278
14	1819WPA000	WAGNER-PEYSER EMPLOYMENT SERVICES	October 1, 2018 thru December 31, 2019	79,377	0	0.0%	79,377	12	79,365
15	1819TRA000	TRADE ACT SERVICES	October 1, 2018 thru December 31, 2019	10,000	0	0.0%	10,000	0	10,000
16	1818TRA000	TRADE ACT SERVICES	October 1, 2017 thru December 31, 2018	34,920	30,878	88.4%	4,042		
17	1819TAN000	TEMPORARY ASSISTANCE TO NEEDY FAMILIES	October 1, 2018 thru September 30, 2019	1,347,792	0	0.0%	1,347,792	17,311	1,330,481
18	1818TAN000	TEMPORARY ASSISTANCE TO NEEDY FAMILIES	October 1, 2017 thru September 30, 2018	1,364,665	1,296,432	95.0%	68,233	68,233	0
19	1819NCP000	NON-CUSTODIAL PARENT CHOICES DEMO PROJECT	September 1, 2018 thru September 30, 2019	388,897	0	0.0%	388,897	26,421	362,476
20	1818NCP000	NON-CUSTODIAL PARENT CHOICES DEMO PROJECT	September 1, 2017 thru September 30, 2018	391,272	371,708	95.0%	19,564	19,564	0
21	1819SNE000	SUPPLEMENTAL NUTRITION ASSIST PROGRAM	October 1, 2018 thru September 30, 2019	350,295	0	0.0%	350,295	6,378	343,917
22	1818SNE000	SUPPLEMENTAL NUTRITION ASSIST PROGRAM	October 1, 2017 thru September 30, 2018	263,964	250,766	95.0%	13,198	13,198	0
23	1818CCQ000	CHILD CARE QUALITY	September 1, 2017 thru September 30, 2018	215,743	196,706	91.2%	19,037	4,000	15,037
24	1819CCQ000	CHILD CARE QUALITY	September 1, 2018 thru September 30, 2019	510,174	0	0.0%	510,174	1,273	508,901
25	1819CCF000	CHILD CARE SERVICES	October 1, 2018 thru December 31, 2019	8,570,597	0	0.0%	8,570,597	298,335	8,272,262
26	1818CCF000	CHILD CARE SERVICES	October 1, 2017 thru December 31, 2018	7,193,875	4,703,405	65.4%	2,490,470	2,434,768	55,702
27	1819CCM000	CHILD CARE LOCAL MATCH	October 1, 2018 thru December 31, 2019	1,131,851	0	0.0%	1,131,851	0	1,131,851
28	1818CCM000	CHILD CARE LOCAL MATCH	October 1, 2017 thru December 31, 2018	1,120,013	784,009	70.0%	336,004	62,135	273,869
29	1818CAA000	CCDF CHILD CARE ATTENDANCE AUTOMATION SERVICE	October 1, 2017 thru December 31, 2018	58,250	45,000	77.3%	13,250	5,538	7,714
30	1819CAA000	CCDF CHILD CARE ATTENDANCE AUTOMATION SERVICE	October 1, 2018 thru December 31, 2019	64,928	0	0.0%	64,928	0	64,928
31	1819CCP000	CHILD PROTECTIVE SERVICES	September 1, 2018 thru September 30, 2019	578,520	0	0.0%	578,520	110,533	467,987
32	320-18-0048-18	Vocational Rehabilitation Summer Earn and Learn	April 1, 2019 thru August 31, 2019	180,000	0	0.0%	180,000		180,000
33	1818PER000	Vocational Rehabilitation Infrastructure PA	September 1, 2018 thru September 30, 2019	24,305			24,305	4,050	20,255
34	1818COL000	Vocational Rehabilitation Infrastructure BMT	September 1, 2018 thru September 30, 2019	190,550	0	0.0%	190,550	31,758	158,792
35	3018VRS148	Student Hireability Navigator Program	March 1, 2018 thru August 31, 2019	150,000	24,118	16.1%	125,882	13,596	112,286
36	1817TVC000	TEXAS VETERANS COMMISSION	September 1, 2018 thru September 30, 2019	44,000	0	0.0%	44,000	7,334	36,666
							<b>22,899,426</b>	<b>4,522,100</b>	<b>18,373,283</b>

### FY 2019 Projected Allocation Summary

<b>FUNDS AVAILABLE</b>	<b>FY 2019 Budget</b>	<b>Expenditures through October 31, 2018</b>	<b>FY 2019 Budget Balance</b>
Workforce Investment Opportunity Act			
* Adults	1,578,676	139,174	1,439,501
* Dislocated Workers	1,051,280	178,074	873,206
* Youth	1,812,551	546,448	1,266,103
* Rapid Response	27,501	10,421	17,080
Workforce Commission Initiatives	55,886	1,119	54,767
Performance Awards	27,000	24,000	3,000
Re-employment Services	152,765	7,675	145,090
Trade Adjustment Act	14,042	0	14,042
Wagner/Peysner	79,377	12	79,365
Temporary Assistance to Needy Families	1,416,025	85,544	1,330,481
TANF Non-Custodial Parent	408,461	45,985	362,476
Child Care Development Fund	12,528,722	2,795,238	9,733,484
Child Care Automated Attendance	78,178	5,536	72,642
Child Care Quality	529,211	5,273	523,938
Department of Protective & Regulatory Services	578,520	110,533	467,987
Supp Nutrition Assistance Program (SNAP)	363,493	19,576	343,918
Harvey NDW	1,548,000	447,032	1,100,968
Texas Industry Partnership	85,000	43,722	41,278
VR Summer Earn and Learn	180,000	0	180,000
VR Infrastructure	214,855	35,808	179,047
VR Student HireAbility Navigator	125,882	13,596	112,286
Texas Veterans Commission	44,000	7,334	36,666
<b>TOTAL AVAILABLE</b>	<b>22,899,425</b>	<b>4,522,100</b>	<b>18,377,325</b>
<b>BUDGET SUMMARY</b>			
<b>Board Administration</b>	1,646,253	263,552	1,382,701
<b>Workforce Center Contractor</b>	2,904,513	628,050	2,276,463
<b>Workforce Center Facilities</b>	2,158,600	215,860	1,942,740
<b>Vocational Rehabilitation Facilities</b>	214,855	35,810	179,045
<b>Student HireAbility Navigator</b>	125,882	15,586	110,296
<b>Child Care</b>			
Direct Child Care Assistance	11,090,351	2,770,054	8,320,297
Operations	1,543,954	42,652	1,501,302
Quality Initiative	478,211	5,273	472,938
CCAA	78,178	5,536	72,642
<b>Training Programs</b>			
NDW Harvey Paid Work Exp/Training	891,666	356,434	535,232
NDW Harvey Training	55,000	9,625	45,375
WIOA Adult	310,162	45,616	264,546
WIOA Dislocated Workers	200,902	10,562	190,340
WIOA In-School	51,000	0	51,000
WIOA- OSY Training	60,000	0	60,000
WIOA OSY Work Experience	284,798	35,782	249,016
TAA	14,042	1,994	12,048
CHOICES	60,000	756	59,244
NCP	2,000	0	2,000
<b>Outreach</b>	174,000	0	174,000
Veterans Job Fair	4,020	1,119	2,901
Youth Career Fair/TX Career Week	50,000	0	50,000
WIOA Statewide	0	0	0
Performance Incentives	27,000	24,000	3,000
Child Care Quality Conference	1,254	0	1,254
Foster Care Youth Conference	612	0	612
VR Summer Earn and Learn	123,250	0	123,250
Texas Industry Partnership	85,000	43,722	41,278
<b>Support Services</b>			
NDW Harvey Support	48,000	3,815	44,185
WIOA Adult	100,577	992	99,585
WIOA Dislocated Workers	77,845	432	77,413
WIOA Youth	40,000	3,338	36,662
SNAP	5,000	668	4,332
CHOICES	8,000	330	7,670
NCP	8,500	543	7,957
<b>TOTAL BUDGET</b>	<b>22,899,425</b>	<b>4,522,100</b>	<b>18,377,325</b>

## Workforce Solutions Southeast Texas Board Budget

Budget Line Items	FY 2019 Budget	Expenditures through October 31, 2018	FY 2019 Budget Balance	Percent Expended
<b>Personnel</b>				
Salaries	823,790	141,329	682,461	17.2%
Benefits (PR taxes, insurance, retirement, WCT fee)	383,063	65,989	317,074	17.2%
<b>Total Personnel</b>	<b>1,206,853</b>	<b>207,318</b>	<b>999,535</b>	<b>17.2%</b>
<b>Other Non-Personnel</b>				
Audit	24,000	0	24,000	0.0%
Communications	10,500	1,750	8,750	16.7%
Conferences and Staff Training	30,000	8,738	21,262	29.1%
Conferences and Board Member Training	18,000	2,844	15,156	15.8%
Dues/ Subscriptions/Licenses	18,500	3,920	14,580	21.2%
Equipment Lease	16,500	2,750	13,750	16.7%
Equipment Purchase	1,000	0	1,000	0.0%
Facility	102,615	17,102	85,513	16.7%
Insurance	9,700	6,185	3,515	63.8%
Legal Expense	10,000	0	10,000	0.0%
Postage	800	325	475	40.6%
Printing	1,850	0	1,850	0.0%
Repairs / Maintenance	400	0	400	0.0%
<b>Subcontractor Services:</b>				
Computer Network Administration	28,000	4,666	23,334	16.7%
Contract Services Fiscal	72,000	6,792	65,208	9.4%
Fiscal Monitoring	35,000	0	35,000	0.0%
Other Contractors	2,500	0	2,500	0.0%
<b>Supplies</b>	<b>16,950</b>	<b>1,054</b>	<b>15,896</b>	<b>6.2%</b>
Travel (mileage reimbursement)	2,700	108	2,592	4.0%
<b>Total Non-Personnel</b>	<b>401,015</b>	<b>56,234</b>	<b>344,781</b>	<b>14.0%</b>
<b>Total Budget</b>	<b>1,607,869</b>	<b>263,552</b>	<b>1,344,316</b>	<b>16.4%</b>

**Workforce Solutions**  
**Southeast Texas**  
**Agenda Item Information**

<b>Meeting Date:</b>	<b>January 8, 2019</b>
<b>Agenda Item Topic</b>	<b>Report from the Executive Director</b>
<b>Type of Action</b>	<input checked="" type="checkbox"/> <b>Briefing Information Only</b> <input type="checkbox"/> <b>Policy Briefing Item</b> <input type="checkbox"/> <b>Action Item</b>
<b>Presenter(s)</b>	<b>Marilyn Smith</b>
<b>Summary of Item</b>	<ul style="list-style-type: none"> <li>➤ Report on TWC Annual Conference – November 22-30, 2018</li> <li>➤ Board 2017-2020 Strategic Plan Modification requirements</li> <li>➤ Southeast Texas Labor-Market Overview – presentation</li> <li>➤ Rapid Response/Layoff Update</li> </ul>
<b>Attachment (s)</b>	<b>None</b>

## BRIEFING ITEM

### Executive Director's Report

**PURPOSE:** To provide a report from the Executive Director.

**DISCUSSION:** These are short briefing items to keep the Board informed:

1. **Annual Texas Workforce Conference** – The 22<sup>nd</sup> Annual Texas Workforce Conference was held on November 28-30, 2018 in Houston, Texas. This year's conference theme – “Driving Excellence”. Overall it was a great conference! Southeast Texas was well represented at the conference and received recognition in several categories.
  - **KAT Excavation & Construction, Inc.** was nominated in the competitive category of “Small Employer of the Year” and named as one of the top three finalist for the award recognition. They were also recognized as the Employer of Excellence for Southeast Texas.
  - **Workforce Solutions Southeast Texas** received a \$30,000 Performance Incentive award for WIOA Adult/Dislocated Worker Training-Related Employment **and**; was awarded 1<sup>st</sup> place for WIOA Exemplary Performance Recognition;
  - **Region 5 Education Service Center** received a 2018 AEL Performance Quality Improvement Award and an Employer Partnership Award.
  - **Lamar State College – Orange** received a Community College Engagement award.

We certainly want to congratulate all the winners and thank the staff, especially Pam Wise who worked so diligently putting these nominations together for submission to TWC.

2. Board 2017-2020 Strategic Plan Modification requirements – the Workforce Innovation and Opportunity Act (WIOA) requires that at the end of the first two-year period of the four-year local Board plan, the Boards and their appropriate Chief Elected Officials (CEOs) review the local plan and submit and modifications to reflect changes in the labor market and economic conditions and any other factors affecting implementation of the plan. The Planning, Evaluation & Oversight Committee is primarily responsible for guiding this process.

An update regarding the status of the goals and objectives from the original plan was provided to the Board at a previous meeting. However, the Committee will need to meet to discuss and determine what other changes are needed and make revisions to the plan. The CEOs will also be involved in this part of the process. The modifications are due to TWC by March 15<sup>th</sup>.

3. Southeast Texas Labor-Market Overview – Lauren Van Gerven, Labor Market Analyst for the Board will present an overview of the Southeast Texas Labor Market. It is a great way to begin the year and will be useful in the discussions regarding modifications to the Board's Strategic and Operational Plans.



4. Rapid Response/Layoff Activities – just fyi, the staff has responded to or made attempts to respond to the following companies regarding layoffs – Alorica (367); Brightwood College (11); Medical Center of SET (20); South Hampton Resources (40) and Sears (pending 40).

**ACTION NEEDED: NONE**