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North Central Texas Workforce Development Executive Committee

Meeting Minutes
November 10, 2020
1:00 pm-3:00 pm
Virtually via Zoom

COMMITTEE MEMBERS PRESENT:

Roger Harris
Mickey Hillock
Gae Goodwin
David Bristol
Kenny Weldon
Carlton Tidwell
Jason Gomez

NCTCOG STAFF PRESENT:

Mike Eastland
David Setzer
Kelley Fontenot
Sherie Conaway
Cristina Medina
Michael Nicholas
Brandi Harrison-Trotter
Tammy Davis
Monte Mercer
Dana Buckholt
Randy Richardson
Debra Kosarek
Mary Ford
Stephanie Roberts
Anabel Castillo-Soto

OTHER ATTENDEES PRESENT:

Jacklyn Le
Roselyn Lane
Rolanda Macharia
Tom Stellman
Chip Evans

1. **Call to Order – Roger Harris, Board Chair**
   Roger Harris called the meeting to order at 1:01 pm

2. **Approval of the Minutes**
   a. September 15, 2020

Carlton Tidwell made a motion to approve the minutes. Mickey Hillock seconded the motion. Five committee members approved the motion, none apposed, and the minutes were approved unanimously

3. **Discussion, Consideration, and Possible Action Regarding**
   a. Committee Chair Updates

i. Workforce Development Committee – Jason Gomez
Jason Gomez gave a brief update on the Workforce Development Committee meeting. At that meeting there was one recommendation approved by the committee; the policy of Unlikely to Return Eligibility Requirements for WIOA Dislocated Workers. The policy will be included on the November Board agenda.

ii. Oversight & Accountability Committee – Carlton Tidwell
Carlton Tidwell gave a brief update on the Oversight & Accountability Committee Meeting. Randy Richardson reviewed the Financial Update with the cumulative numbers through the August 2020. Michael Nicholas reviewed the Performance Update with the cumulative numbers through the August 2020.

b. Key Priority Statements – TIP Strategies
Tom Stellman and Jaclyn Le from TIP Strategies presented the Key Priority Statements resulting from their previous work sessions with the board. The Board accepted the Key Priority Statements as drafted.

c. Terrell Workforce Lease Amendment – Randy Richardson
Randy Richardson presented on the Terrel Workforce Lease proposed for committee approval. The amendment will be included in the November board meeting agenda.

Carlton Tidwell moved that the Executive Committee recommend that the North Central Texas Workforce Board of Directors recommend that the North Central Texas Council of Governments (NCTCOG) amend the current lease agreement between the NCTCOG and CS & RF Investments LLC. for the property located at 109 Tejas Drive in Terrell Texas including the following modifications:

•Add an additional 2,623 square feet for suite 700 for a period of five (5) years beginning the later of February 1, 2021 or at such time the space is ready for occupancy.

•Extend the current five (5) year lease for 4,389 square feet. related to suite 300, by approximately twenty (20) months to make it coterminous with the lease term of suite 700.

•Include the total square footage under consideration, 7,012, to be proposed at an average rate not to exceed $16.53 per square foot (excluding taxes, insurance, common area maintenance, utilities, and janitorial).

Mickey Hillock seconded the amendment. Six members approved the amendment be brought to the November board meeting for approval, none apposed. The motion was approved unanimously.

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d. UI Work Search Requirements – David Setzer
David Setzer gave an update on the UI Work Search Requirements to identify a regional alignment with Dallas and Tarrant counties.

e. NCTCOG Contract Deliverables Report – Roger Harris
Roger Harris gave a brief update on the Contract Deliverables report between NCTCOG and the Workforce Development Board.

f. Local Tri-Agency Group – Roger Harris
Roger Harris discussed the plan for supporting the Local Tri-Agency Group.

g. COVID-19 Update – David Setzer
David Setzer gave the committee a brief update on the COVID-19, impact on the Workforce Centers and recent COVID-19 cases.

h. November 17, 2020 Workforce Board of Directors Meeting Agenda to Include Requests of Any Item to be Added or Removed from the Agenda.
The November Board meeting agenda was reviewed.

4. **Executive Session**
   a. As authorized by Section 551.071 to consult with the Board's attorney for legal advice on any matter listed on the agenda, pending or contemplated litigation, settlement offers, or any matter in which the duty of the Board's attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflict with the provisions of Chapter 551 of the Texas Open Meetings Act.

5. **Action as a Result of Executive Session**

6. **Other Business**

7. **Discussion of Future Agenda Items**

8. **Adjourn**

Roger Harris adjourned the meeting at 2:20 pm. David Bristol made a motion to adjourn the Executive Committee meeting. Kenny Weldon seconded the motion. Six committee members approved the motion, none apposed, and the motion were approved unanimously

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