



## Minutes

### Board of Directors Meeting

December 7, 2017– 11:30 a.m. :00

1301 Broadway, Basement Conference Room ~ Lubbock, TX 79401

#### Board Members in Attendance

Adrienne Cozart  
Wesley Anderson  
Rob Blair  
Denver Bruner  
Chris Carpenter  
Lynda Dutton  
Dela Esqueda  
Angela Evins

Donnie Gatlin  
Kenneth Hill  
Jeff Malpiede  
Lou Ortiz  
John Osborne  
Esther Pena  
Barry Pittman  
Gilbert Salazar

Chuck Smith  
Joe Thacker  
Tom Vermillion  
Sharla Wells  
Dr. Theresa Williams  
Adele Youngren

#### Board Members not in Attendance

Gary Boren  
Kimberly Harrel  
Nancy Kernell

Eddie McBride  
Willis McCutcheon  
Beth Miller

David Quintanilla  
Leonard Valderaz  
Dr. Kyle Wargo

#### Chief Elected Officials, Staff and Guests Present

Martin Aguirre  
Rocky Brown  
Diane Alexander  
Rosa Hernandez  
Bobbie Howard  
Sandra Mendoza

Erin Rea  
Lisa Rivera  
Danny Soliz  
Grant Vaughan  
Don Hill  
Christy Colley

Roger Cardenas  
Whitney Quick  
Sam Harper  
Jeanne Hartsfield  
Sharon Tivis

#### **I. Call to Order**

Chair Adrienne called the meeting to order at 12:10 p.m.

#### **II. Public Comments/Open Session**

#### **III. Review & Approve Minutes Dated July 26, 2017**

**Kenneth Hill moved to approve the minutes. Joe Thacker seconded, and the motion passed.**

#### **IV. Review & Approve Minutes Dated September 28, 2017**

**John Osborne moved to approve the minutes. Rob Blair seconded, and the motion passed.**

#### **V. Committee Reports**

##### 1. Executive (September 20, 2017)

Jeff Malpiede, Board Secretary reported. Information and action items are documented in the committee meeting minutes

##### 2. Oversight (October 25, 2017)

Kenneth Hill, Committee Member reported. Information and action items are documented in the committee meeting minutes

##### 3. Business Services (November 8, 2017)

John Osborne, Committee Member reported. Information and action items are documented in the committee meeting minutes

##### 4. Child Care (November 9, 2017)

Adele Youngren, Committee Member reported. Information and action items are documented in the committee meeting minutes

5. Executive (November 15, 2017)

Adrienne Cozart, Board President reported. Information and action items are documented in the committee meeting minutes.

**VI. Consent Agenda Approval**

1. Request for Proposals (RFP) for Workforce Solutions South Plains Lubbock Workforce System Offices
2. Workforce Innovation and Opportunity Act (WIOA) Customized Training Policy

**VII. Discussion, Consideration & Possible Action**

1. Rocky Brown reported the Board had received seven (7) proposals in response to the RFP for the Workforce Solutions Lubbock office. Board staff evaluated the proposals and completed walk-through tours of three buildings located at 3249 50th Street, 2002 W. Loop 289 Suite 117 and 1421 9th Street. Mr. Brown noted that each of these locations would accommodate the Workforce Center, Child Care and Vocational Rehab. The location at 2002 W. Loop 289, Suite 117 is known as Wayland Plaza. Wayland Plaza has adequate space with minimal buildout or modifications and meets the targeted move-in date of June 1, 2018.

Mr. Brown reviewed the Lease Terms. Workforce Solutions prefers space that will require limited build-out. Workforce Solutions will enter into a five (5) year lease, with the option to renew for an additional five (5) year period. Lease provisions must include an early termination clause (without penalty) should Workforce Solutions suffer a loss of its public funding (equivalent to 15% or more in one year). Owner/landlord will be responsible for the repair and maintenance of plumbing, HVAC, roof, foundation, flooring, and other structures or equipment serving the facility, and any items considered long-lived assets. Such costs shall not be the responsibility of Workforce Solutions.

The lease with options will not exceed 10 years. The building will house Workforce Solutions Workforce Programs, Workforce Solutions Childcare Services, and Texas Workforce Commission Vocational Rehabilitation Services.

The staff evaluation committee recommends the following.

- The Board of Directors approve a lease for the Wayland Plaza office location that will serve as the Workforce Solutions Lubbock office based upon the information provided by Board staff.
- The Board of Directors authorize the Board's CEO to finalize the terms of the lease with the recommended property owner.
- The Board of Directors authorize the Board's CEO to sign the lease.

John Osborne asked if we had inquired about a short-term lease with the city for continued occupation in the present site downtown. Martin Aguirre answered the current building did not have enough space or parking to accommodate all the groups. He added we had inquired about an extension to the lease if additional time was needed to complete the move.

**Dela Esqueda moved to accept the recommendation as presented to the Board, and Kenneth Hill seconded. The motion passed 21-1 with John Osborne voting no on the recommendation.**

**VIII. Information Items**

1. Board Contracted Measures Report  
Rocky Brown reported the Board was meeting or exceeding 14 measures and not meeting 5 measures.
2. Board Operating Budget  
Lisa Rivera reported on the operating budget as of October 31, 2017.
3. Monthly Grant Expenditure Report  
Lisa Rivera reported on the grant expenditures as of October 31, 2017.
4. Contract Update
5. Grant Update
6. Audit Update
7. TWC Site Monitoring Report  
Rocky Brown reported the TWC site monitoring report showed the Board had one finding. TWC has accepted our resolution to correct the problem. We are awaiting the official confirmation letter.
8. Board Monitoring Activity Report

**IX. CEO Report**

Martin Aguirre reviewed the RFP process.

**X. Adjourn**

The meeting was adjourned at 1:04 p.m.