



Minutes

Board of Directors Meeting

April 26, 2018 – 3:00 p.m.

1301 Broadway, Suite 201~ Lubbock, TX 79401

Board Members in Attendance

Adrienne Cozart, Chair
Wesley Anderson
Rob Blair
Denver Bruner
Lynda Dutton
Angela Evins
Donnie Gatlin

Kimberly Harrel
Kenneth Hill
Jeff Malpiede
Willis McCutcheon
Beth Miller
Barry Pittman
David Quintanilla

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

Board Members not in Attendance

Gary Boren
Chris Carpenter
Dela Esqueda
Nancy Kernell

Eddie McBride
John Osborne
Esther Pena
Gilbert Salazar

Joe Thacker
Leonard Valderaz
Dr. Kyle Wargo

Chief Elected Officials, Staff and Guests Present

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

Sandra Mendoza
Erin Rea
Lisa Rivera
Danny Soliz
Richard Waite
Don Hill

Christy Colley
Brooks Colson
Nicole Hoffmann
Norman Bearden

I. Call to Order

Chair Adrienne Cozart called the meeting to order at 3:03 p.m.

II. Public Comments/Open Session

III. Review & Approve Minutes Dated February 22, 2018

Kenneth Hill moved to approve the minutes. Theresa Williams seconded, and the motion passed.

IV. Committee Reports

1. Child Care

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

2. Executive

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

V. Consent Agenda Approval

1. Election of Adrienne Cozart, Chair and Adele Youngren, Vice-Chair of Child Care Committee (Child Care)
2. Child Care Education Time Limits/Progress Policy – Change 1 (Child Care)
3. Workforce Solutions South Plains Local Priority Group for Child Care Services (Child Care)
4. Strategic Marketing Standards and Guideline Policy (Executive)

Sharla Wells moved to approve the consent agenda items. Barry Pittman seconded, and the motion passed.

VI. Discussion, Consideration & Possible Action

1. Procurement of Internet Data and Phone Lines Request for Proposals (RFP) #2018-50-0403-IPS

Rocky Brown explained the Board is seeking quotes for Internet Data Lines and Local/Long Distant Phone service for existing phone lines. Vendors may provide quotes for one or more locations. The board will handle the LAN (local area network) technology connectivity with local switches, routers and firewalls at the locations. Since the proposed procurement is expected to result in a contract exceeding the small purchase threshold of \$150,000 in the aggregate, the Board must procure services through a formal procurement process. Funding for the services provided through this Request for Proposal are Federal.

The following services are being requested in the proposal.

- High Speed Internet service is needed as close as possible to the speed request listed.
- SIP Trunk is only required at one office location listed. **SIP** trunking is Voice over Internet Protocol (VoIP) and streaming media service based on the Session Initiation Protocol (**SIP**) by which Internet telephony service providers (ITSPs) deliver telephone services and unified communications to customers equipped with **SIP**-based private branch exchange (IP-PBX) and Unified Communications facilities.
- Dedicated or Asymmetrical lines is accepted. Static IP's / VPN / VOIP network options are required.
- Phone numbers listed must be ported over at time of new service during the last week of June 2018
- Total of 15 static IP numbers needed as listed in Information Sheet
- Itemized pricing and service is needed for each line item to be quoted.

The contract will be for 1 year with two one-year renewal options for a total of three years. The contract must include a provision that will allow the Board the right to terminate the contract if workforce program funding from the Texas Workforce Commission is reduced by 15% or more during any one-year period of the contract. The contract must also provide a provision for the Board to terminate services without a financial penalty with a thirty (30) day notice, should the Board close an office provided services through a contract.

Mr. Brown reviewed the evaluations for NTS Communications and Granite Telecommunications. He noted the monthly recurring cost for Granite Telecommunications is \$12,184.00. Granite proposed to serve Lubbock, Levelland, Plainview, and did not propose to serve Brownfield. The cost over three years is \$438,624. The monthly recurring cost for NTS Communications is \$2,102.84. NTS will serve Lubbock, Levelland, Plainview, and Brownfield. The cost over three years is \$75,702.24. The Board currently pays \$6,668.65 per month/\$80,023.80 per year services provided by NTS Communications. Muleshoe was not a part of the RFP.

Adele Youngren asked why the NTS bid was so much lower than the current price we pay. Richard Waite explained we have an existing contract that was negotiated for the higher price and could not be changed until the contract expired. He also noted there have been numerous technology improvements which allows for the lower price.

Barry Pittman moved to authorize the Chief Executive Officer to enter into a Contract for Internet and Local/Long Distance Phone service with NTS Communications. The contract will be for 1 year with two one-year renewal options for a total of three years. Wesley Anderson seconded, and the motion passed.

VII. Information Items

1. Workforce and Youth Services
Don Hill reported the Board exceeded 11 performance measures, met 5 and did not meet 4. He introduced Nicole Hoffmann, Program Director for the NCP (Non-custodial parent) program. She described the services offered to clients through this program
2. Child Care Services
Christy Colley reported on Child Care Services activities.
3. Board Operating Budget
Lisa Rivera reported the on the operating budget as of March 31, 2018
4. Monthly Grant Expenditure Report
Lisa Rivera reported on the grant expenditures as of March 31, 2018.
5. Contract Update
Rosa Hernandez reported a contract had been signed with G. Boren Employment Services to facilitate the employment of the SEAL (Summer Earn and Learn) program participants.
6. Grant Update
Erin Rea reported we had been awarded a High Demand Job Training grant and a Texas Industry Partnership grant
7. Board Monitoring Activity Report

VIII. Report and Update by the Board CEO

Martin Aguirre reported the RFP had been released and asked that Board members refer any questions about the RFP to Erin Rea. He noted the Workforce Center, Child Care Services and Vocational Rehab will relocate to Wayland Plaza by June 30 and will be open for business on July 1. He announced the Awards Banquet would be held on July 18 at the Lubbock Country Club. He also announced the HireAbility Navigator had been hired and would begin work next month.

IX. Adjourn

The meeting was adjourned at 3:45pm.