



Minutes

Board of Directors Meeting

April 11, 2017 – 3:00 p.m.

1301 Broadway, Suite 201~ Lubbock, TX 79401

Board Members in Attendance

Kenneth Hill, Chair
Wesley Anderson
Gary Boren
Chris Carpenter
Adrienne Cozart
Lynda Dutton
Angela Evins

Donnie Gatlin
Kimberly Harrel
Jeff Malpiede
Kevin McConic
Willis McCutcheon
Esther Pena
Gilbert Salazar

Ken Sanderson
Chuck Smith
Leonard Valderaz
Tom Vermillion
Sharla Wells
Adele Youngren

Board Members not in Attendance

Rob Blair
Denver Bruner
Dela Esqueda
Nancy Kernell

Eddie McBride
Beth Miller
John Osborne
Barry Pittman

David Quintanilla
Joe Thacker
Dr. Kyle Wargo
Dr. Theresa Williams

Chief Elected Officials, Staff and Guests Present

Martin Aguirre
Rocky Brown
Diane Alexander
Bobbie Howard

Maria Keenmon
Lisa Rivera
Danny Soliz
Richard Waite

Monica Talamentez
Christy Colley
Jo Burns

I. Call to Order

Chair Kenneth Hill called the meeting to order at 3:06 p.m.

II. Public Comments/Open Session

III. Review & Approve Minutes Dated February 23, 2017

Gary Boren moved to approve the minutes. Kimberly Harrel seconded, and the motion passed.

IV. Committee Reports

1. Child Care (March 14, 2017)

Angela Evins, Board Member reported. Information and action items are documented in the committee meeting minutes.

V. Consent Agenda Approval

1. Child Care

- Texas Rising Star and Transportation Policy – Change 1
- Wait List Policy – Change 1
- City of Lubbock Application – Community Development Block Grant (CDBG) Funding

Kevin McConic moved to approve the consent agenda items. Gary Boren seconded, and the motion passed.

VI. Discussion, Consideration & Possible Action

1. Workforce Solutions Littlefield Full Service

Rocky Brown explained the five-year lease on the Littlefield office expires on July 31, 2017. The current lease is with Hereford Sky Capital/Alliance Realty Services. The monthly lease amount for the 696-square foot office is \$1294.30. The lease includes utilities.

- The office cost per square foot is \$22.34.
- The office averaged 172 unduplicated customers per month / 8 per day.
- The office averaged 376 duplicate visits per month/ 17 per day.
- The average number of visits increased with the American Cotton Growers layoff, 41 Trade Act customers are currently being served out of this office.

Board staff seek input and approval from the Board regarding whether the Board should issue a Request for Quotes (RFQ) for a Full-Service center in Lamb County or if the Board should seek other ways to serve the residents of Lamb County. The available options in lieu of a Full-Service Center would be to:

- Serve the County with the Mobile Career Center on a once per week basis.
- Open a satellite office in Lamb County and serve residents on a daily or scheduled basis. The office would have to be procured if the Board was not able to find space at no cost. The office must be accessible for individuals with disabilities.
- Direct Customers to other Workforce Solutions offices; Levelland is 23.4 miles away, Muleshoe 32 miles, and Lubbock 34.4 miles.

The Board is required to communicate an office closure to the County Judge and submit documentation in a timely manner to the Texas Workforce Commission.

Numerous questions were asked including the following.

- What happens to the staff currently at the center? *As employees of SPCAA, they would be relocated or re-assigned.*
- How does Littlefield compare to the centers at Levelland, Brownfield, and Muleshoe? *Mr. Brown reviewed all the statistics – cost per square foot, staffing, connectivity unduplicated and duplicated visitors per month and the number of Trade Act customers being served – for each of the centers. Littlefield has the highest operations cost. Muleshoe currently has the lowest customer traffic.*
- Can the Mobile Center handle 8 customers per day? *Yes, the Mobile center has 7 work station, is handicapped accessible and has generators to provide heat and cooling if no electrical hook-up is available. The Mobile Center tries to situate itself in a visible and accessible location in town.*
- Angela Evins, Board member from Littlefield was asked if other locations were available that would be more cost effective. She noted there was nothing downtown that matched our needs.
- Does the customer base warrant a full-service center? *No, not necessarily. Littlefield has the second lowest number of visitors per month behind Muleshoe.. Prior to the shutdown of American Cotton Growers, Littlefield had less traffic.*
- How much time is left for TAA customers? *One year for those currently being served. For those people affected by the plant closure who are not currently being served, it is a lifetime benefit.*
- Is any type of transportation assistance available to help customers get to one of the other centers? *SPCAA would have to provide the assistance because program funds do not allow for this type of expenditure.*
- How often would the Mobile Center be in Littlefield? *Once a week.*

- How often would the satellite office be open? *One, possibly two days a week. A satellite office would have to meet the same criteria as a permanent center and be cost effective to justify its existence.*

Jeff Malpiede moved to approve closing the Full-Service Center in Littlefield, Lamb County and not releasing an RFQ for replacement. The Board CEO will notify the Lamb County Judge about the closure of the Full-Service Center and explain that Lamb County residents will be served by the Mobile Career Center once a week or may choose to visit any other Workforce Solutions South Plains office during regular business hours. Chris Carpenter seconded, and the motion passed.

VII. Information Items

1. Board Contracted Measures
Rocky Brown reported the Board met or exceeded 14 performance measures and did not meet three.
2. Board Operating Budget
Lisa Rivera reported the on the operating budget as of February 28, 2017.
3. Monthly Grant Expenditure Report
Lisa Rivera reported on the grant expenditures as of February 28, 2017.
4. Financial Monitoring Report
Lisa Rivera reported the monitors are scheduled to be here the week of May 8.
5. Contract Update
High Demand Jobs Training and Website Design contracts have been executed.
6. Grant Update
Maria Keenmon reported on the CH grant to purchase welding equipment for South Plains College, Lubbock campus.
7. Board Monitoring Activity Report

VIII. Report and Update by the Board CEO

Martin Aguirre reported on the CDBG matching funds for Child Care that will be used to purchase equipment for providers that will increase their level of quality care. He also discussed the matching funds we have received from LEDA that augment the amount of the grant received. Board members reported on the NAWB conference they attended in Washington, DC. Board members were notified a new Vice-Chair would be selected at the next meeting and were asked to contact Kenneth Hill or Martin Aguirre if they were interested in serving in that position.

IX. Adjourn

Gary Boren moved to adjourn. Willis McCutcheon seconded, and the meeting was adjourned at 4:08 p.m.