



## AGENDA

Executive Committee Meeting  
Remote meeting - Via Zoom

March 31, 2021 7:30 – 9:00 a.m.  
*(Items may not necessarily be taken in the order as shown below)*

Due to the COVID-19 crisis, it has been necessary for us to close our offices; however, we are still providing services to our clients. Meetings are being held via Zoom.

### JOIN ZOOM MEETING

When: March 31, 2021 07:30 AM Central Time (US and Canada)

### YOU MUST Pre-Register for this meeting:

<https://wfscapitalarea.zoom.us/meeting/register/tJUpdOCuqjgJE9c5XdF2rWfjM9NqObcPLhcn>

After registering, you will receive a confirmation email containing information about joining the meeting.

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### AGENDA

1. Call to Order
2. Public Comment
3. Discussion and appropriate action regarding Board financials (Action Item) – Carter
4. Board Chair Report – Flowers
  - 4.1. Workforce Solutions’ Board Officers Annual Priorities
  - 4.2. Committee Structure / Tiger Teams 2021
5. Discussion and appropriate action regarding determination of Board executive competencies and characteristics – Flowers, Sherry
6. Community Workforce Plan, version 1.0 and progress relating to creation of Community Workforce Plan, version 2.0 – Atkinson
7. CEO Report – Atkinson

**7.1. American Rescue Plan and workforce development resources**

**7.2. U.S. Conference of Mayors in Austin, Sept 1-2, 2021**

**7.3. 2020 Annual Report Status**

- 8. THE FOLLOWING MAY BE DISCUSSED IN EXECUTIVE SESSION OR OPEN MEETING AND HAVE ACTION TAKEN IN AN OPEN MEETING:** Under Sec. 551.076, the Board will consider a security audit provided by the Texas Workforce Commission.

Sec. 551.076. DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS; CLOSED MEETING. This chapter does not require a governmental body to conduct an open meeting to deliberate:

- (1) the deployment, or specific occasions for implementation, of security personnel or devices; or
- (2) a security audit.

- 9. THE FOLLOWING MAY BE DISCUSSED IN EXECUTIVE SESSION OR OPEN MEETING AND HAVE ACTION TAKEN IN AN OPEN MEETING:** Government Code §551.071 - Consultation with attorney and 551.074 – Personnel Matters Relating to CEO, the CEO's contract, duties, etc., and the Executive Team's duties.

## **10. Other Business**

## **11. Adjournment**

### **MUST PRE-REGISTER TO GAIN ACCESS TO THE MEETING**

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Register in advance for this meeting:

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## **PUBLIC COMMENT PROCEDURES** for Workforce Solutions Public Meetings

### **INVITATION TO COMMENT**

Workforce Solutions Capital Area (WFS) posts a notice with agenda for all its Board of Directors and board committee meetings with the Travis County Register and on our website, in compliance with the Open Meetings Act. WFS encourages the public to speak on any issue that is under WFS's jurisdiction and includes Public Comment on the agenda in each of its public meetings.

Public comments at WFS Board meetings may be limited to a reasonable number and frequency. WFS does not and will not discriminate among speakers for or against any point of view.

**PUBLIC COMMENT PROCEDURE** (UPDATED JANUARY 1, 2021)

Due to COVID -19, WFS Board of Director meetings are held virtually. We have had to alter our regular Public Comment procedures to accommodate the virtual world. If you wish to make a public comment at a WFS Board of Directors meeting, please follow the guidelines below:

1. **Forty eight (48) hours and/or two (2) days prior to the scheduled meeting**, send an email to Donna Crenshaw - [donna.crenshaw@wfscapitalarea.com](mailto:donna.crenshaw@wfscapitalarea.com) - requesting the opportunity to make a public comment. In your email please provide the following:
  - a. Name and date of meeting you wish to make a public comment. (EXAMPLE: WFS Board Meeting scheduled for January 10, 2021)
  - b. Your first and last name
  - c. Company/Organization you represent
  - d. Email address
  - e. Phone number
2. A response to your email will be sent prior to the start of the meeting at which you wish to speak. The email will contain instructions on how to pre-register for the meeting. **It is required that you pre-register for all virtual WFS Board of Directors' meetings.**
3. At the appropriate time on the agenda, the Board Chair will call the names of those who wish to make a public comment.
4. When your name is called, you will have three (3) minutes to make your statement. It is wise to practice what information you wish to share to ensure you highlight the most salient points. You will be told when your three (3) minutes are up and the Board Chair will call on the next speaker. Because WFS Board Meetings have dedicated timelines, we ask that you do not exceed the three (3) minutes limit.
5. Only one person from an organization and/or company may register to speak at a meeting. Two, three or more people from the same organization/company cannot sign up individually to make a public comment at a single meeting.
6. However, it is permitted to share the allotted three (3) minutes with a colleague. Remember, it is a total of three (3) minutes for all those speaking during your time.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:**

Donna Crenshaw

Managing Director to the CEO

[Donna.crenshaw@wfscapitalarea.com](mailto:Donna.crenshaw@wfscapitalarea.com)

512-597-7124

*(Office staff is telecommuting; however, your call will be returned as soon as possible.)*

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Workforce Solutions Capital Area is an Equal Opportunity Employer/Program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Donna Crenshaw at 512.597.7124 at least two (2) working days prior to the meeting, so that appropriate arrangements can be made. Relay Texas: 1.800.735.2989 (TDD) / 711 (Voice)  
[www.wfscapitalarea.com](http://www.wfscapitalarea.com)