

FILED  
AT 12:48 O'CLOCK PM  
MAR 07 2025  
County Clerk, County Court at Law  
Angelina County, Texas  
DM

**Workforce Solutions Deep East Texas  
Executive/Finance Committee Meeting Agenda**  
**Meeting Host Location: 415 S. First Street, Suite 110B, Lufkin, TX 75901**  
**Virtual Meeting Link: <https://bit.ly/ExecFin031125>**  
Audio only: 1-830-212-4601, Conference ID: 974 075 092#

**March 11, 2025**

**1:00PM**

**Public Comments:** A Speaker Card must be completed and returned to [info@detwork.org](mailto:info@detwork.org) the day before the scheduled meeting for public comments to be addressed. Speaker Cards can be downloaded from the Board's website at [www.detwork.org](http://www.detwork.org).

**Conflict of Interest Reminder:** No Workforce Board member or staff may take part in reviewing, discussing, or other action on any proposal if they are an officer, employee, director, family member, or have direct or indirect interest in that proposal.

**Items may not be considered in the order they appear.**

- |   |                             |
|---|-----------------------------|
| <b>I. Call to Order</b>   | <b>Ellen Mills, Chair</b>   |
| A. Verify Quorum  |                             |
| B. Conflict of Interest Reminder  |                             |
| C. Welcome Guests   |                             |
| <b>II. Public Comments</b>  | <b>Ellen Mills, Chair</b>   |
| <b>III. Discussion/Action: Approval of February 11, 2025 Minutes</b>                    | <b>Ellen Mills, Chair</b>   |
| <b>IV. Information and Briefing Items</b>   | <b>Board Staff</b>          |
| <b>V. Discussion and Possible Action</b>  | <b>Board Staff</b>          |
| A. Action Item 25-09 Strategic Plan   |                             |
| B. Action Item 25-05 Employee Handbook Revision   |                             |
| C. Action Item 25-10 Annual Report  |                             |
| D. Action Item 25-08 WIOA Policy Update   |                             |
| E. Any other Action Items requiring attention due to other committees not having quorum |                             |
| <b>VI. Discussion and Acceptance of Financial Reports</b>                               | <b>Maribel Soto-Mendoza</b> |
| A. Financial Reports for January 2025   |                             |
| • Statement of Financial Position   |                             |
| • Budget vs. Actual   |                             |
| • Grant Report  |                             |
| <b>VII. Possible Closed Session Pursuant to Government Code 551.074 (a)(1)</b>          |                             |
| <b>VIII. Open Session Action, if any, as a result of Closed Session</b>                 |                             |
| <b>IX. Adjourn</b>  | <b>Ellen Mills, Chair</b>   |

**CLOSED SESSION**

**If a closed session shall take place during the course of the Executive or Board meetings, the Board shall convene in accordance with the Texas Open Meetings Act. All final votes, actions, or decisions shall be taken in open session.**

*Workforce Solutions Deep East Texas is an equal opportunity employer/program. Auxiliary aids and services are available, upon request, to individuals with disabilities. Relay Texas: 1-800-735-2989 (TDD); 1-800-735-2988 (Voice); 1-800-662-4954 (Español); or 7-1-1*

**Workforce Solutions Deep East Texas  
Board Meeting Agenda**

**Meeting Host Location: 415 S. First Street, Suite 110B, Lufkin, TX 75901**

**Virtual Meeting Link: <https://bit.ly/Board031125>**

**Audio only: 1-830-212-4601, Conference ID: 777 317 601#**

AT 2:00 PM  
FILED  
MAR 07 2025  
County Clerk, Angelina County  
By: [Signature]

**March 11, 2025**

**2:00PM**

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**Items may not be considered in the order they appear.**

- |   |                           |
|---|---------------------------|
| <b>I. Call to Order</b>   | <b>Ellen Mills, Chair</b> |
| <b>A. Verify Quorum (Roll Call)</b>   |                           |
| <b>B. Conflict of Interest</b>  |                           |
| <b>C. Welcome of Guests</b>   |                           |
| <b>II. Public Comments</b>  | <b>Ellen Mills, Chair</b> |
| <b>III. Discussion/Action: Approval of February 11, 2025 Minutes</b>                  | <b>Ellen Mills, Chair</b> |
| <b>IV. Board Members Comments on Activity in their Respective Areas</b>               | <b>All Board Members</b>  |
| <b>V. Ad-Hoc Search Committee Report</b>  | <b>Tyane Dietz</b>        |
| <b>VI. Executive Director's Report</b>  | <b>Marilyn Hartsook</b>   |
| <b>A. Contracts/Agreements</b>  |                           |
| <b>B. Performance</b>   |                           |
| <b>C. Contacts and Coordination Efforts</b>   |                           |
| <b>D. Rules and Legislation Update</b>  |                           |
| <b>E. Funding</b>   |                           |
| <b>F. Other Activity and Administrative Matters not requiring action by the Board</b> |                           |
| <b>VII. Information Items</b>   |                           |
| <b>A. Child Care Advisory Report</b>  | <b>Board Staff</b>        |
| <b>B. Board Committee Assignments</b>   | <b>Ellen Mills, Chair</b> |
| <b>VIII. Committee Reports</b>  |                           |
| <b>A. Business Services Committee</b>   | <b>Tyane Dietz, Chair</b> |
| <b>1. Discussion and Possible Action</b>  |                           |
| <b>a. Action Item 25-04 UI Job Search Contracts</b>                                   |                           |

- b. Action Item 25-06 Target Occupations List**
- B. Executive/Finance Committee** **Ellen Mills, Chair**
- 1. Committee Activity**  
**Information and Briefing Items**
  - 2. Discussion and Possible Action**
    - a. Action Item 25-09 Strategic Plan**
    - b. Action Item 25-05 Employee Handbook Revision**
    - c. Action Item 25-10 Annual Report**
    - d. Action Item 25-08 WIOA Policy Update**
    - e. Any other Action Items requiring attention due to another committee not having quorum**
  - 3. Discussion and Acceptance of Financial Reports** **Maribel Soto-Mendoza**
    - a. Financial Reports for January 2025**
      - **Statement of Financial Position**
      - **Budget vs. Actual**
      - **Grant Report**

**IX. Possible Closed Session Pursuant to Government Code 551.074 (a)(1)**

**X. Open Session Action, if any, as a result of Closed Session**

**XI. Adjourn** **Ellen Mills, Chair**

**CLOSED SESSION**

**If during the course of the meeting, any discussion of any item on the agenda should be held in closed session, the Board shall convene insuch closed session in accordance with the Texas Open Meetings Act, Texas Government Code Sections 551.071 to 551.074, 551.076, 551.084, and 551.129. All final votes, actions, or decisions shall be taken in open session.**

FILED  
AT 12:48 O'CLOCK  
P.M.

MAR 07 2025

AMY FINCHER  
County Clerk, County Court at Law  
Angelina County, Texas  
By 

**Workforce Solutions Deep East Texas  
Business Services Committee Meeting Agenda**  
**Meeting Host Location: 415 S. First Street, Suite 110B, Lufkin, TX 75901**  
**Virtual Meeting Link: <https://bit.ly/BusServ031125>**  
**Audio only: 1-830-212-4601, Conference ID: 256 385 191#**

**March 11, 2025**

**12:00PM**

**Public Comments:** A Speaker Card must be completed and returned to [info@detwork.org](mailto:info@detwork.org) the day before the scheduled meeting for public comments to be addressed. Speaker Cards can be downloaded from the Board's website at [www.detwork.org](http://www.detwork.org).

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**Items may not be considered in the order they appear.**

- |  |                              |
|--|------------------------------|
| <b>I. Call to Order</b>  | <b>Tyane Dietz, Chair</b>    |
| A. Verify Quorum   |                              |
| B. Conflict of Interest Reminder                                     |                              |
| C. Welcome Guests  |                              |
| <b>II. Public Comments</b>   | <b>Tyane Dietz, Chair</b>    |
| <b>III. Discussion/Action: Approval of February 11, 2025 Minutes</b> | <b>Tyane Dietz, Chair</b>    |
| <b>IV. Information and Briefing Items</b>                            | <b>Board Staff</b>           |
| <b>V. Discussion and Possible Action</b>                             | <b>Board Staff</b>           |
| A. Action Item 25-04 UI Job Search Contracts                         |                              |
| B. Action Item 25-06 Target Occupations List                         |                              |
| <b>VI. Presentations</b>   | <b>Board and Contractors</b> |
| A. DWFS  |                              |
| B. RESEA   |                              |
| <b>VII. Adjourn</b>  | <b>Tyane Dietz, Chair</b>    |

**CLOSED SESSION**

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