

Workforce Solutions Deep East Texas
Board Meeting Minutes
415 S. First Street, Suite 110B, Lufkin, TX 75901
February 11, 2025

- I. Presiding officer, Tyane Dietz, was physically present and called the Board Meeting to order at 2:13 p.m.**

A. Chair Kelli Marshall confirmed that a quorum was present:

Members Present: Joe Clyde Adams, Kerry Ballast, Lisa Balty, Rebekah Burkhalter, Ashley Courtney, Tyane Dietz, Tim Ditoro, Phyllis Grandgeorge, Anita Humphreys, Kotosha Jeffery, Melody Jenkins, Dan Kern, Gene Lee, Matthew Lowery, Kelli Marshall, Robert McLeod, Marisa Phillips, Jessica Rogers, John Allen Slocomb

- B. Chair Kelli Marshall reminded the committee members of the conflict of interest declaration and asked that all members sign a conflict of interest declaration regardless of whether they have a conflict and send it to the Board staff for recordkeeping.**

C. Welcome of Guests:

None

II. Public Comments

None

III. Discussion/Action: Approval of Minutes – November 12, 2024

Motion made by Lisa Balty

Seconded by Tyane Dietz

Motion Passed

IV. Board Members Comments on Activity in their Respective Areas

Tim Ditoro notified the Board about an agreement between Angelina College and SFA called Purple Promise. Lisa Balty announced that Nacogdoches will now have three new establishments for food not available in Lufkin: Dillas, Lane's Chicken, and Aldi's.

V. Election of Officers

Nominations presented were Ellen Mills for Chair; Gene Lee for Vice-Chair; and Tim Ditoro as Secretary.

Motion made by Joe Clyde Adams

Seconded by Ashley Courtney

Motion Passed

Board Members placements on committees will be determined at a later date.

VI. Executive Director's Report

The Executive Director reported on new or updated contracts/agreements, performance, staff contacts and coordination activities, rules and legislation updates, funding updates, and other activity and administrative matters not requiring action by the Board.

VII. Committee Reports

A. Business Services Committee

1. Discussion/Possible Action

a. Action Item 25-03 Apprenticeship Grant Application

Submission of the Apprenticeship Grant Application was presented for approval.
Motion made by The Business Services Committee
Seconded by Joe Clyde Adams
Motion Passed

b. Action Item 25-04 UI Job Search Contracts

Action Item 25-04 was tabled in Business Services Committee Meeting.

c. Action Item 25-06 Target Occupations List

Action Item 25-06 was tabled in Business Services Committee Meeting.

B. Operations Committee

1. Discussion/Possible Action

a. Action Item 25-02 Tri-Agency Grant for Regional Conveners

The Submission for the Tri-Agency Grant for Regional Conveners was presented for approval.
Motion made by The Operations Committee
Seconded by Lisa Balty
Motion Passed

b. Action Item 25-01 Child Care Provider Holidays

The operations committee reviewed child care providers and moved to increase the number from 9 to 10 paid holidays per year.
Motion made by The Operations Committee
Seconded by Gene Lee
Ashley Courtney abstained due to a conflict of interest.
Motion Passed

c. Action Item 25-07 DIR Application

A \$50,000 grant for IT funding, with \$10,000 in matching funds from unrestricted funds, was presented for approval.
Motion made by The Operations Committee
Seconded by Dan Kern
Motion Passed

C. Executive/Finance Committee

1. Discussion/Possible Action

a. Action Item 25-09 Strategic Plan

Action Item 25-09 was tabled in Executive/Finance Committee Meeting.

b. Action Item 25-05 Employee Handbook Revision

Action Item 25-05 was tabled in Executive/Finance Committee Meeting.

c. Action Item 25-10 Annual Report

Action Item 25-10 was tabled in Executive/Finance Committee Meeting.

2. Discussion and Acceptance of Financial Reports

a. Financial Reports for October, November and December 2024

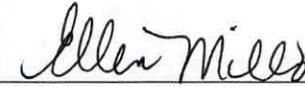
Statement of Financial Position, Budget vs. Actual, Grant Report

Chief Financial Officer, Maribel Soto-Mendoza, provided financial updates through December 2024.

VIII. Adjourn

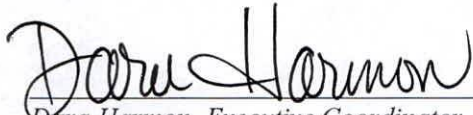
Kelli Marshall adjourned the Board Meeting at 3:19 p.m.

Duly passed and approved on this 11 *day of* March 2025.



Ellen Mills, Chair

Attest



Dara Harmon, Executive Coordinator