Workforce Solutions Deep East Texas
Executive/Finance Committee 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 Executive/Finance Committee Meeting to order at 1:16 p.m.

     A.   After the roll call, Chair Kelli Marshall confirmed that a quorum was present:

     Members Present: Joe Clyde Adams, Lisa Balty, Tyane Dietz, Tim Ditoro, Kotosha Jeffery, Gene Lee, Kelli Marshall, 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 Tyane Dietz
     Seconded by Lisa Balty
     Motion Passed

IV.   **Discussion and Possible Action**
     A.   **Action Item 25-09 Strategic Plan**
       The Workforce Innovation and Opportunity Act (WIOA) requires that each Board develops a comprehensive four-year local plan in partnership with their chief elected officials.

       Action Item 25-09 was tabled until the next Executive/Finance meeting.

     B.   **Action Item 25-05 Employee Handbook Revision**
       Changes to the Employee Handbook were discussed. Several members had recommendations for further review.

       Action Item 25-05 was tabled until the next Executive/Finance meeting.

     C.   **Action Item 25-10 Annual Report**
       A draft Annual Report was presented that included general overview of special programs and events, highlights from the year, success stories, expenditures, and performance. Several members had recommendations for changes and further review.

       Action Item 25-10 was tabled until the next Executive/Finance meeting.

V.   **Discussion and Acceptance of Financial Reports**
     A.   **Financial Reports for October, November and December 2024**
       •   **Statement of Financial Position**

- **Budget vs. Actual**
- **Grant Report**

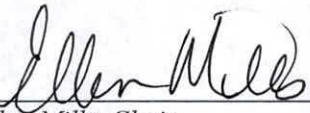Presentation of the Financial Reports was postponed until the Board Meeting.

VI. **Discussion of issues to be brought before the Committee**
None

VII. **Adjourn**
Kelli Marshall adjourned the Executive/Finance Committee Meeting at 2:06 p.m.

Duly passed and approved on this _____11_____ *day of* ___March___ 2025.

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Ellen Mills, Chair

Attest

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Dara Harmon, Executive Coordinator