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AT 11:57 O'CLOCK A M

SEP 02 2026

AMY FINCHER
County Clerk, County Court at Law
Lufkin, TX 75901
By

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

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

Virtual Meeting Link: <https://bit.ly/board090826>

Audio only: 1-830-212-4601, Phone Conference ID: 917 544 653#

September 8, 2026

2:30 PM

Public Comments: A Speaker Card must be completed and returned to 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.

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.

- | | |
|---|-----------------------------|
| I. Call to Order | Ellen Mills, Chair |
| A. Verify Quorum (Roll Call) | |
| B. Conflict of Interest | |
| C. Welcome of Guests | |
| II. Public Comments | Ellen Mills, Chair |
| III. Discussion/Action: Approval of Minutes – August 11, 2026 | Ellen Mills, Chair |
| IV. Board Members Comments on Activity in their Respective Areas | All Board Members |
| V. Executive Director's Report | Ty Cauthen Ed.D. |
| VI. Committee Reports | |
| A. Executive/Finance Committee | Ellen Mills, Chair |
| 1. Discussion of Information Items | |
| a. Information Item 26-06 Supportive Services Policy | |
| b. Information Item 26-07 Work Experience & Work Activity Policy & Procedures | |
| c. Information Item 26-08 Crockett Office Discussion | |
| d. Information Item 26-09 Consent Agenda | |
| 2. Discussion and Possible Action | |
| a. Action Item 26-20 FY27 Budget | |
| 3. Discussion and Acceptance of Financial Reports | Maribel Soto Mendoza |
| a. Financial Reports for July 2026 | |
| • Statement of Financial Position | |
| • Budget vs. Actual | |
| • Grant Report | |

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

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.

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

IX. Adjournment

Ellen Mills, Chair

Workforce Solutions Deep East Texas
FY2027 (26/27) Budget
For the twelve month period ending September 30, 2027

	Proposed			
	Annual	Annual	Dollar	Percentage
	Budget 25-26	Budget 26-27	Change	Change
REVENUES				
Grant revenue - federal	\$ 30,208,838	\$ 31,840,296	\$ 1,631,458	5%
Contract revenue	519,008	377,776	(141,232)	-27%
Recoupment fees	5,000	5,000	-	0%
Misc Income/Donations	-	-	-	0%
Program Income	-	-	-	0%
<i>Total revenues</i>	<i>\$ 30,732,846</i>	<i>\$ 32,223,072</i>	<i>\$ 1,490,226</i>	<i>5%</i>
EXPENSES - OVERSIGHT AND MANAGEMENT BUDGET				
PERSONNEL				
Salaries/Wages	\$ 1,014,500	\$ 1,143,591	\$ 129,091	13%
Payroll taxes	81,385	89,923	8,538	10%
Fringe Benefits	314,495	354,513	40,018	13%
<i>Total personnel</i>	<i>\$ 1,410,380</i>	<i>\$ 1,588,027</i>	<i>\$ 177,647</i>	<i>13%</i>
FACILITIES/RELATED EXPENSES				
Rent	\$ 79,416	\$ 79,416	\$ -	0%
Building - maintenance	1,200	1,200	-	0%
Other admin cost	-	-	-	0%
<i>Total facilities/related costs</i>	<i>\$ 80,616</i>	<i>\$ 80,616</i>	<i>\$ -</i>	<i>0%</i>
EQUIPMENT/RELATED EXPENSES				
Equipment purchases	\$ 16,200	\$ 20,400	\$ 4,200	26%
Furniture purchases	6,000	6,000	-	0%
Equipment - rental	6,600	6,600	-	0%
Equipment - maintenance	600	600	-	0%
Software	45,045	44,893	(152)	0%
Other	-	-	-	0%
<i>Total equipment/related expenses</i>	<i>\$ 74,445</i>	<i>\$ 78,493</i>	<i>\$ 4,048</i>	<i>5%</i>
GENERAL OFFICE EXPENSE				
Advertising/Recruitment	\$ 3,000	\$ 3,000	\$ -	0%
Contract Labor	5,000	5,000	-	0%
Insurance	33,600	21,600	(12,000)	-36%
Internet service	25,200	21,600	(3,600)	-14%
Office supplies	16,020	18,000	1,980	12%
Meeting costs	1,598	5,000	3,402	213%
Postage & delivery	1,200	1,200	-	0%
Printing	7,200	7,200	-	0%
Professional memberships & dues	14,000	18,000	4,000	29%
Public notices	800	200	(600)	-75%
Publications & subscriptions	750	300	(450)	-60%
Communication expense	16,500	14,000	(2,500)	-15%
Website expense	14,000	17,000	3,000	21%
Other	800	800	-	0%
<i>Total general office expense</i>	<i>\$ 139,668</i>	<i>\$ 132,900</i>	<i>\$ (6,768)</i>	<i>-5%</i>
PROFESSIONAL SERVICES				
Auditing fees	\$ 43,400	\$ 45,400	\$ 2,000	5%
Consulting/Monitoring Fees	46,650	38,850	(7,800)	-17%
Legal fees	5,000	5,000	-	0%
Other	20,000	14,000	(6,000)	-30%
<i>Total professional services</i>	<i>\$ 115,050</i>	<i>\$ 103,250</i>	<i>\$ (11,800)</i>	<i>-10%</i>

Workforce Solutions Deep East Texas
FY2027 (26/27) Budget
For the twelve month period ending September 30, 2027

	Proposed			
	Annual	Annual	Dollar	Percentage
	Budget 25-26	Budget 26-27	Change	Change
STAFF TRAVEL/DEVELOPMENT EXPENSES				
Staff travel	\$ 50,000	50,000	\$ -	0%
Staff training/development	19,500	29,500	10,000	51%
Other	-	-	-	0%
<i>Total staff travel/development expenses</i>	<i>\$ 69,500</i>	<i>\$ 79,500</i>	<i>\$ 10,000</i>	<i>14%</i>
BOARD EXPENSES				
Board member travel	\$ 25,000	\$ 25,000	\$ -	0%
Board member training/development	15,000	15,000	-	0%
<i>Total board expenses</i>	<i>\$ 40,000</i>	<i>\$ 40,000</i>	<i>\$ -</i>	<i>0%</i>
TOTAL OVERSIGHT AND MANAGEMENT	\$ 1,929,658	\$ 2,102,785	\$ 173,126	9%
FACILITY AND INFRASTRUCTURE BUDGET				
Facility related occupancy	\$ 648,962	\$ 667,390	\$ 18,428	3%
Equipment related	116,000	98,700	(17,300)	-15%
Rental equipment	30,600	34,260	3,660	12%
Software related	70,440	68,850	(1,590)	-2%
Communications	107,100	101,640	(5,460)	-5%
General office	39,011	48,828	9,817	25%
Outreach	9,000	5,000	(4,000)	-44%
Other	110,000	41,000	(69,000)	-63%
TOTAL FACILITY AND INFRASTRUCTURE	\$ 1,131,113	\$ 1,065,668	\$ (65,445)	-6%
SERVICE DELIVERY BUDGET				
Reserve unobligated	\$ 1,552,279	\$ 1,192,537	\$ (359,742)	-23%
Projects	1,587,152	1,835,257	248,105	16%
Career center management	3,168,399	3,095,953	(72,446)	-2%
Child care management	1,400,799	1,952,386	551,587	39%
Direct client - career center	849,600	1,080,920	231,320	27%
Direct client - child care	19,113,845	19,897,565	783,720	4%
TOTAL SERVICE DELIVERY	\$ 27,672,074	\$ 29,054,618	\$ 1,382,544	5%
TOTAL EXPENSES	\$ 30,732,846	\$ 32,223,072	\$ 1,490,226	5%
CHANGE IN NET ASSETS	\$ -	\$ -	\$ 0	0%

Workforce Solutions Deep East Texas
FY 2027 (26-27) Budget (Narrative)
For the twelve month period ending September 30, 2027

Oversight and Management Budget

	FY 2026-2027	FY 2025-2026	Inc./(Dec)	Comments
Personnel				
FTE	16.5	15.0	1.5	Addition of Director of Strategic Initiatives & Part-Time Graphic Design staff
Salary & wages	1,143,591	1,014,500	129,091	Staffing Additions and 2% annual COLA increase
Payroll taxes	89,923	81,385	8,538	Increase in Salaries
Benefits	354,513	314,495	40,018	Includes life insurance, worker's compensation insurance, 401(k) retirement, long-term disability, dental, health and vision insurance. Health Insurance - the Board pays 100% of the employee portion of the insurance premium. Projected an increase in premiums (25% of Salaries)
Total Benefit Rate	38.86%	39.02%	177,646.52	
Facilities/Related Expenses				
Rent	79,416	79,416	-	Rent for the Board office and a pro rata share of the storage units for record storage.
Building - maintenance	1,200	1,200	-	
Equipment/Related Expenses				
Equipment purchases	20,400	16,200	4,200	Board Computers and Equipment - Increased due to staffing needs.
Furniture purchases	6,000	6,000	-	Includes desks and chairs.
Software	44,893	45,045	(152)	Includes software maintenance such as the MIP annual maintenance and other upgrades.(Adobe Pro, SAFE document mgmt., IT Help Tickets, Microsoft 365 E3, MIP Cloud).
Equipment - rental/maintenance	7,200	7,200	-	Includes copier, postage machine, maintenance agreements for IT equipment. Decreased due to RFP on Lease Copier.
General Operating Expenses				
Recruitment	3,000	3,000	-	Posting of Board positions.
Contract Services	5,000	5,000	-	Hiring outside assistance as needed by the board.
Insurance	21,600	33,600	(12,000)	Insurance coverage such as D&O, bonding, building and equipment, cybersecurity coverage allocated for the board share. Decreased due to historical costs.
Office supplies	18,000	16,020	1,980	Increased due to staffing needs.
Meeting costs	5,000	1,598	3,402	Includes costs associated with Board and committee meetings. Budget adjusted based on anticipated meetings costs and recent expenditures.
Postage and delivery	1,200	1,200	-	Includes postage for Board.
Printing	7,200	7,200	-	Includes brochures, flyers, and other printed materials for Board and contractor activities.
Professional memberships and dues	18,000	14,000	4,000	Includes costs of memberships in business organizations such as Chamber of Commerce, Economic Development, TAWB and NAWB. Increased based on current and anticipated membership costs.
Public notices	200	800	(600)	Includes the posting of annual plans, RFPs, notice of board meetings
Publications and subscriptions	300	750	(450)	Includes subscriptions to local newspapers
Communication expense	35,600	41,700	(6,100)	Decreased due to savings results from the new telephone and internet services procurement.
Website development	17,000	14,000	3,000	Website Updates
Other	800	800	-	Includes projected bank fees

**Workforce Solutions Deep East Texas
FY 2027 (26-27) Budget (Narrative)
For the twelve month period ending September 30, 2027**

Professional Services				
Auditing fees	45,400	43,400	2,000	Increased reflects contracted pricing resulting from the Auditing Services RFP.
Consulting fees	38,850	46,650	(7,800)	Includes HR consulting, contractor monitoring, and other professional consulting services. Decreased due to fewer anticipated procurement/evaluation services in FY27.
Legal fees	5,000	5,000	-	Includes legal services as needed by the Board and Executive Director
Other	14,000	20,000	(6,000)	Cybersecurity/IT Services 13,500. Annual renewal of IT Cybersecurity decreased. Decreased used to historical costs.
Staff Travel/Development				
Staff travel	50,000	50,000	-	Reduced due to historical costs.
Staff training/development	29,500	19,500	10,000	Includes registration and professional development costs for conferences, workshops, and other training opportunities. Increased to support anticipated staff professional development and training needs in FY27.
Board Expense				
Board member travel	25,000	25,000	-	Includes travel to conferences that board members. Increase due to fuel prices and inflation. NAWB/TAWB Conferences.
Board member training/development	15,000	15,000	-	Includes registration fees for conferences, NAWB Meeting in Las Vegas.
Facility and Infrastructure Budget				
	FY 2026-2027	FY 2025-2026	Inc./(Dec)	Comments
Facility related occupancy	667,390	648,962	18,428	increase reflects anticipated occupancy costs associated with the Crockett Workforce Center procurement and projected rental costs.
Equipment related	98,700	116,000	(17,300)	Includes computer refresh, unexpected computer related expenses. Reduced due to historical costs.
Rental equipment	34,260	30,600	3,660	Includes the copier and postage machine rental
Software related	68,850	70,440	(1,590)	Includes software upgrades as needed. Purchase of Microsoft 365 E3 upgraded to include Microsoft Office, Adobe Pro, Constant Contact (email distribution software), Help Desk Software, Engage by cell, Light Cast(Data Tool)
Communications	101,640	107,100	(5,460)	Includes the telephone and T-1 lines. Reduced due to RFP.
General office	53,828	48,011	5,817	Includes outreach/recruitment of participants, equipment maintenance, misc. supplies purchased for facilities and postage.
Other	41,000	110,000	(69,000)	Includes cybersecurity and IT-related services. Decrease primarily reflects completion of costs associated with the Jasper Workforce Center move.
Service Delivery Budget				
	FY 2026-2027	FY 2025-2026	Inc./(Dec)	Comments
Reserve unobligated	1,192,537	1,552,279	(359,742)	Represents grant funds not currently committed and available for allowable program activities, projects, and/or facility cost fluctuations resulting from allocations.
Projects	1,835,267	1,587,152	248,105	Includes the following projects: Child Care quality funds to support providers, child care conference training funds, VR Work Experience, and WCI projects, TEA. Increase in CCQ.
Career center management	3,095,953	3,168,399	(72,446)	Payments to Workforce Services Contractor for management and operation of workforce services; 44 FTE budgeted for FY27.
Child care management	1,952,386	1,400,799	551,587	Payment to Child Care Services Contractor. Increase reflects expanded contractor responsibilities, including additional fiscal responsibilities and the transition of Texas Rising Star (TRS) staff to the contractor.
Direct client - career center	1,080,920	849,600	231,320	Includes direct participants costs for workforce programs. Increased to reflect available funding and anticipated direct client service needs in FY27.
Direct client - child care	19,897,565	19,113,845	783,720	Target rate given by TWC has decreased by 219 children in care.

Workforce Solutions Deep East Texas
Method of Finance
For the twelve month period ending September 30, 2027

Grant	Status	Carryover	New Funds	Annual Budget 2026-2027	Prior Budget 2025 2026	Difference
WIOA Adult	Active	288,078	1,094,277			
WIOA Adult			1,094,277	1,382,355	1,280,546	101,809
(Designated 100k from DW)		288,078				
WIOA Dislocated Worker		769,409	819,935			
WIOA Dislocated Worker			819,935	1,589,344	1,494,282	95,062
(Designated 100k to Adult)		769,409				
WIOA Youth	Active	479,737				
WIOA Youth			1,147,017			
		479,737	1,147,017	1,626,754	1,505,774	120,980
WIOA Rapid Response			17,331	17,331	19,530	(2,199)
WIOA Alternative Funds			-	-	-	-
Child Care CCF/CCQ	Active	-				
Child Care CCF/CCQ			21,895,295			
Child Care Match		1,201,358	1,168,218			
		-	-			
		1,201,358	23,063,513	24,264,871	23,264,650	1,000,221
Child Care DFPS/CCP			517,000	517,000	517,000	-
TANF	Active	-				
TANF			1,233,098			
		-	1,233,098	1,233,098	1,109,331	123,767
Non Custodial Parent			165,165	165,165	165,165	-
SNAP			267,798	267,798	225,236	42,562
Reemployenet Serv & Eligibility	Active	-				
Reemployenet Serv & Eligibility			387,495			
		-	387,495	387,495	288,104	99,391
Trade Act Services		-	5,000	5,000	5,000	-
National Dislocated Worker Grant		-		-	-	-
Employment Services	Active	-				
Employment Services			146,674			
		-	146,674	146,674	101,902	44,772
Veterans Employment Services			26,750	26,750	26,750	-
Vocational Rehab Service			161,401	161,401	158,879	2,522
Child Care Attendance Automation			-	-	-	-
Workforce Commission Initiatives		-	49,260	49,260	46,688	2,572
Youth Hireability Navigator			-	-	-	-
VR Paid Work Experience		-	215,000	215,000	215,000	-
SEAL			110,000	110,000	90,000	20,000
IT Registered Apprenticeship		-	-	-	-	-
Texas Education Agency - Regional Convener	Active		-	52,776	214,008	(161,232)
Total		2,738,582	29,426,714	32,218,072	30,727,846	1,490,227