

**Workforce Solutions Deep East Texas**  
**415 S. First Street, Suite 110B, Lufkin, TX 75901**  
**Business Services Committee Meeting Minutes**  
**March 8, 2024**

**I. CHAIR TYANE DIETZ CALLED THE BUSINESS SERVICES COMMITTEE MEETING TO ORDER AT 10:02 A.M.**

**CHAIR TYANE DIETZ ANNOUNCED IN ACCORDANCE WITH GUIDANCE FROM THE TEXAS WORKFORCE COMMISSION (WD LETTER 28-19) DATED NOVEMBER 19, 2019, REGARDING THE TEXAS OPEN MEETINGS ACT GOVERNMENT CODE CHAPTER 551 ALLOWING THE USE OF VIDEOCONFERENCING AS A METHOD FOR CONDUCTING BOARD MEETINGS, THE BOARD IS PROVIDING FOR PUBLIC PARTICIPATION IN ITS COMMITTEE MEETING AT THE ADDRESS LISTED ABOVE AND VIA VIRTUAL MEETING WEB LINK. SHE ALSO SAID THE MEETING IS BEING RECORDED AND THE OPEN SESSION PORTION OF THE MEETING IS AVAILABLE TO THE PUBLIC UPON REQUEST. PRESIDING OFFICER, TYANE DIETZ, WAS PHYSICALLY PRESENT.**

**AFTER THE ROLL CALL, MS. DIETZ CONFIRMED THAT A QUORUM WAS PRESENT:**

Members Present: Tyane Dietz, Anita Humphreys, Dan Kern, Matthew Lowery, Quincy Martindale, Benjamin Mott, Rich Scott

Members Absent: Lisa Balty, Tim Ditoro, Eddie Hopkins

Board Staff Present: Mark Durand, Dara Harmon, Maribel Soto-Mendoza, Cassie Riegle, Karen Stubblefield

Visitors: Jessica Blair, LaTreaser Cartwright, Monica Peters-Clark

**CHAIR TYANE DIETZ REMINDED THE COMMITTEE MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.**

Chair Tyane Dietz asked that all members sign a conflict of interest declaration regardless of whether they have a conflict and send the form to Board Staff.

**WELCOME OF GUESTS:**

None.

**II. Public Comments**

None.

**III. Discussion/Action: Approval of Minutes – August 7, 2023**

Motion: Matthew Lowery made the motion to approve the minutes as presented.

Second: Quincy Martindale

In Favor: All

Oppose: None

Abstain: None

Motion: Passes

**IV. Information and Briefing Items**

**A. Rapid Response Update**

Board staff provided a year to date report of rapid response activities. As of February 2024, there were 2 reported closures affecting 57 workers. The 49 health care workers will possibly transition to other health care providers in the area.

**B. 2024 Teacher Externship**

Cassie Riegle, Business Analyst, reported that 15 employers in six counties have registered to host a total of up to 22 teacher externs. Outreach and recruitment of teachers is under way. The Teacher Externship orientation is scheduled for June 6, and the 5-day externship week is June 10-14, 2024.

**C. Career Exploration Report**

Karen Stubblefield reported that the Career Coach model is in its third year and incorporates state and local best practices and utilizes TWC tools, resources and labor market information. The main focus is on junior/middle high school students to prepare for secondary and post-secondary pathways; to establish partnerships and connect with industry and post-secondary training providers leading into growth and high-demand occupation areas. The Board is partnering with 22 of 53 ISDs in our region and looking to add more in the following school year. The ability to continue to use TANF (Temporary Assistance for Needy Families) grant funding is a potential concern.

**V. Discussion and Possible Action**

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

None.

**VI. Reports**

**A. Business Services Initiatives**

Monica Peters-Clark reported on the business services goals and first quarter results. The number of job referrals was 5,950, exceeding the goal of 5,118. The Job Order fill rate of 26% exceeded the quarterly goal of 19%. During Q1, 80 job fairs and recruiting events were held resulting in 42 hires reported. LaTreasar Cartwright reported on training completion and placements of the WIOA customers. The total number of WIOA training participants was 41. Of those participants, 14 have completed training and three did not complete training. Of the 41 participants who completed training, three have been placed in employment. Many WIOA upcoming graduates are waiting on final exams and the majority are already working.

**VII. Take Up Other Action, As Needed**

None.

**VIII. Adjourn**

Tyane Dietz adjourned the Business Services Committee Meeting at 11:14 a.m.

Duly passed and approved on this 11<sup>th</sup> day of February 2024 25

Attest

  
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Tyane Dietz, Committed Chair

  
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Dara Harmon, Exec. Administrative Assistant