

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/Board051325>

Audio only: 1-830-212-4601, Conference ID: 608 224 704

FILED  
AT 1:10 O'CLOCK  
MAY 09 2025  
CLERK, COUNTY COURT at Law  
Angelina County, Texas

May 13, 2025

2:00PM

**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.

- |      |  |                        |
|------|--|------------------------|
| I.   | Call to Order  | Ellen Mills, Chair     |
|      | A. Verify Quorum (Roll Call)   |                        |
|      | B. Conflict of Interest  |                        |
|      | C. Direct Deposit Information  |                        |
|      | D. Welcome of Guests   |                        |
|      | E. Recognition   |                        |
| II.  | Public Comments  | Ellen Mills, Chair     |
| III. | Discussion/Action: Approval of March 11, 2025 Minutes                          | Ellen Mills, Chair     |
| IV.  | Board Members Comments on Activity in their Respective Areas                   | All Board Members      |
| V.   | Ad-Hoc Search Committee Report   | Tyane Dietz            |
| VI.  | Executive Director's Report  | Marilyn Hartsook       |
|      | A. Contracts/Agreements  |                        |
|      | B. Performance   |                        |
|      | C. Contacts and Coordination Efforts   |                        |
|      | D. Rules and Legislation Update  |                        |
|      | E. Funding   |                        |
|      | F. Other Activity and Administrative Matters not requiring action by the Board |                        |
| VII. | Committee Reports  |                        |
|      | A. Operations Committee  | Joe Clyde Adams, Chair |
|      | 1. Discussion and Possible Action  |                        |
|      | a. Action Item 25-15 Child Care Services RFP                                   | Lauren Phipps          |
|      | b. Action Item 25-14 Employer of Record RFP                                    | Lauren Phipps          |
|      | c. Action Item 25-13 Rural Services  | Marilyn Hartsook       |

**B. Executive/Finance Committee**

**Ellen Mills, Chair**

**1. Discussion and Possible Action**

- a. Action Item 25-11 Jasper County WFC Lease **Lauren Phipps**
- b. Action Item 25-12 Employee Handbook Revision **Maribel Soto-Mendoza**
- c. Action Item 25-18 IT Policy **Logan Paynter**
- d. Action Item 25-17 Employer of Excellence Nominations **Marilyn Hartsook**
- e. Action Item 25-16 Diaz, Smith & Associates Monitoring Results **Marilyn Hartsook**
- f. Any other Action Items requiring attention due to another committee not having quorum

**2. Discussion and Acceptance of Financial Reports**

**Maribel Soto-Mendoza**

**a. Financial Reports for February & March 2025**

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

**C. Information Items**

- 1. 2025 Teacher Externship**
- 2. Child Care Director's Retreat**

**Lauren Phipps**

**Debb Homman**

**D. Reports**

- 1. December 2024 Performance**
- 2. Child Care Updates**
- 3. Greeter Report**
- 4. UI Reports**

**VIII. 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.

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

**X. Adjourn**

**Ellen Mills, Chair**