

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

- I. Presiding officer, Ellen Mills, was physically present and called the Board Meeting to order at 2:05 p.m.**
- A. Chair Ellen Mills confirmed that a quorum was present:**
- Members Present:** Kerry Ballast, Tyane Dietz, Phyllis Grandgeorge, Eddie Hopkins, Garvey Jackson, Melody Jenkins, Gene Lee, Matthew Lowery, Robert McLeod, Ellen Mills, Benjamin Mott, Marisa Phillips, John Allen Slocumb, John White
- B. Chair Ellen Mills 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 – February 11, 2025**  
Motion made by Tyane Dietz  
Seconded by Gene Lee  
Motion Passed
- IV. Board Members Comments on Activity in their Respective Areas**  
Ben Mott mentioned that Tyler County Judge offered space for rural services at nutrition center. Garvey mentioned new Ace Hardware in Livingston.
- V. Ad-Hoc Search Committee Report**  
Mrs. Dietz let the Board members know how the search was coming along and discussed next steps.
- 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. Information Items**
- A. Child Care Advisory Report**  
Debb Homman presented Child Care Advisory Committee Report and upcoming activities for Child Care staff.
- B. Board Committee Assignments**  
Ellen Mills presented the new committee assignments for this program year.
- VIII. Committee Reports**
- A. Business Services Committee**
- 1. Discussion/Possible Action**
- a. Action Item 25-04 UI Job Search Contracts**

Board set required minimum number of weekly work search contacts to four (4) job searches.  
Motion made by Executive/Finance Committee  
Seconded by Ben Mott  
Motion Passed

**b. Action Item 25-06 Target Occupations List**

Board developed comprehensive four-year local plan and resulted in an updated Target Occupations List as well as an In-Demand Industries and Occupations List.  
Motion made by Executive/Finance Committee  
Seconded by Eddie Hopkins  
Motion Passed

**B. Executive/Finance Committee**

**1. Discussion/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.

Motion made by Executive/Finance Committee  
Seconded by Ellen Mills  
Motion Passed

**b. Action Item 25-05 Employee Handbook Revision**

In collaboration with the Board's HR Consultant, changes to policy were discussed.

Motion made by Executive/Finance Committee  
Seconded by Gene Lee  
Motion Passed

**c. Action Item 25-10 Annual Report**

The draft Annual Report included a general overview of special programs and events, highlights from the year, success stories, expenditures, and performance.

Motion made by Executive/Finance Committee  
Seconded by Tyane Dietz  
Motion Passed

**d. Action Item 25-08 WIOA Policy Update**

As required by TWC, the Board is required to issue policy to follow guidelines set forth by TWC regarding all programs administered by the Board. Staff reviewed and updated the WIOA Policy for technical changes and clarifications.

Motion made by Executive/Finance Committee  
Seconded by Eddie Hopkins  
Motion Passed

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

**a. Financial Reports for January 2025**

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

Chief Financial Officer, Maribel Soto-Mendoza, provided financial updates through January 2025.

**IX. Adjourn**

Ellen Mills adjourned the Board Meeting at 2:57 p.m.

Duly passed and approved on this 13 day of May 2025.

  
Ellen Mills, Chair

Attest

  
Dara Harmon, Executive Coordinator