

**Workforce Solutions Deep East Texas  
Board Meeting Minutes  
415 S. First Street, Suite 110B, Lufkin, TX 75901  
May 13, 2025**

- I. Presiding officer, Ellen Mills, was physically present and called the Board Meeting to order at 1:59 p.m.**
- A. Chair Ellen Mills confirmed that a quorum was present:**
- Members Present:** Joe Clyde Adams, Lisa Balty, Rebekah Burkhalter, Ashley Courtney, Tyane Dietz, Tim Ditoro, Eddie Hopkins, Anita Humphreys, Garvey Jackson, Melody Jenkins, Gene Lee, Matthew Lowery, Robert McLeod, Ellen Mills, Benjamin Mott, Marisa Phillips, John Allen Slocomb
- 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. Direct Deposit Information:** Board members were given the opportunity to submit banking information to Board office for Direct Deposit of reimbursement funds.
- D. Welcome of Guests:** None
- E. Recognition:** Sara Milligan was recognized for being employed by the Board for over 25 years.
- II. Public Comments:** None
- III. Discussion/Action: Approval of Minutes – March 11, 2025**  
Motion made by Benjamin Mott  
Seconded by Joe Clyde Adams  
Motion Passed
- IV. Board Members Comments on Activity in their Respective Areas:** None
- V. Ad-Hoc Search Committee Report**  
Mrs. Dietz requested approval in the form of a motion for the Board to extend an offer to a potential candidate for the Executive Director position.  
Motion made by Ad-Hoc Search Committee  
Seconded by Joe Clyde Adams  
Motion passed
- VI. Executive Director's Report**  
Marilyn Hartsook reported on new and amended 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. Committee Reports**
- A. Operations Committee**
- 1. Discussion/Possible Action**

**a. Action Item 25-15 Child Care Services RFP**

The contract with Goodwill Industries of Central East Texas will expire September 30, 2025. Board staff request approval to solicit proposals for the management and operations of Child Care Services Program.

Motion made by Operations Committee

Seconded by Gene Lee

*Ashley Courtney abstained due to conflict of interest*

Motion Passed

**b. Action Item 25-14 Employer of Record RFP**

Board staff request approval to solicit proposals for Employer of Record services.

Motion made by Operations Committee

Seconded by Tyane Dietz

*Keith McLeod abstained due to conflict of interest*

Motion Passed

**c. Action Item 25-13 Rural Services**

Board staff recommended changes to rural services. On recommendation by the Board, these changes will be revisited in six (6) months to determine its effectiveness.

Motion made by Operations Committee

Seconded by Keith McLeod

Motion Passed

**B. Executive/Finance Committee**

**1. Discussion/Possible Action**

**a. Action Item 25-11 Jasper County WFC Lease**

Board staff asked for approval for the solicitation of lease of office space to house workforce center in Jasper, Texas.

Motion made by Executive/Finance Committee

Seconded by Benjamin Mott

Motion Passed

**b. Action Item 25-12 Employee Handbook Revision**

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

Motion made by Executive/Finance Committee

Seconded by Garvey Jackson

Motion Passed

**c. Action Item 25-18 IT Policy**

Edits to the Information Security Policy were presented for approval.

Motion made by Executive/Finance Committee

Seconded by Eddie Hopkins

Motion Passed

**d. Action Item 25-17 Employer of Excellence Nominations**

Tabled until next Business Services Committee Meeting

**e. Action Item 25-16 DS&A Monitoring**

Tabled until next Executive/Finance Committee Meeting

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

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

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

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

**C. Information Items**

**1. 2025 Teacher Externship**

Lauren Phipps presented information about the upcoming Teacher Externship, June 5-16, 2025, including current participation numbers of 17 employers and 20 teachers in 7 Deep East counties.

**2. Child Care Director's Retreat**

Debb Homman presented slides with visuals of their Child Care Director's Retreat at Camp Cullen in Trinity on April 24-27, which was attended by 22 Child Care Provider directors and administrators.

**VIII. Adjourn**

Ellen Mills adjourned the Board Meeting at 3:09 p.m.

Duly passed and approved on this 17 day of June 2025.

  
Ellen Mills, Chair

Attest

  
Dara Harmon, Executive Coordinator