

Workforce Solutions Deep East Texas
Board Meeting Minutes
415 S. First Street, Suite 110B, Lufkin, TX 75901
June 17, 2025

- I. Presiding officer, Ellen Mills, was physically present and called the Board Meeting to order at 2:23 p.m.**
 - A. Chair Ellen Mills confirmed that a quorum was present**
Members Present: Kerry Ballast, Rebekah Burkhalter, Ashley Courtney, Tyane Dietz, Tim Ditoro, Phyllis Grandgeorge, Eddie Hopkins, Garvey Jackson, Gene Lee, Kelli Marshall, Robert “Keith” McLeod, Ellen Mills, Benjamin Mott, Cindy Neal, Marisa Phillips
 - A. Chair Ellen Mills reminded the committee members of the conflict of interest declaration and asked that all members sign a conflict of interest declaration if they have a conflict with a specific Action Item and give to Board staff for recordkeeping.**
 - B. Welcome of Guests:** Richard Rudel and Susan Murrel of Alexander, Lankford & Heirs
- II. Public Comments:** None
- III. Discussion/Action: Approval of Minutes – May 13, 2025**
Motion made by Tyane Dietz
Seconded by Keith McLeod
Motion Passed
- IV. Board Members Comments on Activity in their Respective Areas:** Garvey reported a new Ace Hardware in Livingston, Ellen reported that Hemphill was named the Bass Fishing Capital of Texas and that Milam was named the Gateway to Texas.
- V. New Executive Director Comments**
Dr. Ty Cauthen introduced himself.
- VI. Executive Director’s Report**
Marilyn Hartsook reported on new and/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. Committee Reports**
 - A. Business Services Committee**
 - 1. Discussion/Possible Action**
 - a. Action Item 25-17 Employer of Excellence Nominations**
Business Services recommended the following: Lufkin Gears as Local Employer of Excellence, Georgia-Pacific as Large Employer of the Year, Eaton as Small Employer of the Year, Provalus as Veteran-Friendly Employer of the Year, Nacogdoches Memorial Hospital as HireAbility Employer of the Year, and Angelina College as All-Star College of the Year.
Motion made by Business Services Committee
Seconded by Ben Mott
Tim Ditoro abstained due to conflict of interest
Motion Passed

B. Executive/Finance Committee

1. Discussion/Possible Action

a. Action Item 25-23 WSDet 2024 Annual Audit

Board staff asked for approval of the annual audit conducted by Alexander, Lankford & Heirs as presented.

Motion made by Executive/Finance Committee

Seconded by Gene Lee

Motion Passed

b. Action Item 25-22 Employer of Record Selection

Board staff asking to approve contracting with Unique Employment Services as Employer of Record.

Motion made by Executive/Finance Committee

Seconded by Garvey Jackson

Motion Passed

c. Action Item 25-19 Child Care Policy

Board Staff recommending approval of policy to include Active Duty Military as a priority group.

Motion made by Executive/Finance Committee

Seconded by Tyane Dietz

Ashley Courtney abstained due to conflict of interest

Motion Passed

d. Action Item 25-20 DS&A Monitoring for Goodwill

Board Staff recommends accepting the monitoring reports as resolved.

Motion made by Executive/Finance Committee

Seconded by Keith McLeod

Ashley Courtney abstained due to conflict of interest

Motion Passed

e. Action Item 25-21 DS&A Monitoring for DWFS and 2024 Audit

Recommendation made to accept the monitoring results as reported. The audit identified a significant deficiency in internal controls and the untimely reconciliation of significant assets and liability accounts. To resolve this audit issue, it was recommended that the Board request detailed accounts of these funds to determine how they have supported or benefited from the Board's operations and service delivery; and in the event that DWFS is unable to prove benefit to the Board, they will be asked to refund those amounts. DS&A determined that indirect costs paid by the Board represent an estimated 14%, with estimated indirect costs of \$63,000 for FY 2024 and \$47,000 for FY 2023.

Motion made by Executive/Finance Committee

Seconded by Garvey Jackson

Motion Passed

2. Discussion and Acceptance of Financial Reports

a. Financial Reports for April 2025

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

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

VIII. Adjourn

Ellen Mills adjourned the Board Meeting at 3:28 p.m.

Duly passed and approved on this 11 *day of* August *2025.*



Ellen Mills, Chair

Attest



Dara Harmon, Executive Coordinator