

**Workforce Solutions Deep East Texas  
Board Meeting Minutes  
415 S. First Street, Suite 110B, Lufkin, TX 75901  
September 16, 2025**

**I. Presiding officer, Ellen Mills, was physically present and called the Board Meeting to order at 2:30 p.m.**

**A. Chair Ellen Mills confirmed that a quorum was present.**

**Members Present:** Joe Clyde Adams, Lisa Balty, Cory Blaylock, Ashley Courtney, Tyane Dietz, Phyllis Grandgeorge, Eddie Hopkins, Garvey Jackson, Melody Jenkins, Gene Lee, Matthew Lowery, Kelli Marshall, Keith McLeod, Ellen Mills, Benjamin Mott, Cindy Neal, Marisa Phillips, John White

**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. There is also a requirement by Texas Workforce Commission for Board Members to obtain yearly conflict of interest training.**

**B. Welcome of Guests: None**

**II. Public Comments: None**

**III. Discussion/Action: Approval of Minutes – August 11 & 18, 2025**

Motion made by Benjamin Mott  
Seconded by Joe Clyde Adams  
Motion Passed

**IV. Board Members Comments on Activity in their Respective Areas:** Kelli Marshall noted that someone has purchased the old Casa Ole' building in Jasper County, and was hopeful for another food restaurant choice.

**V. Executive Director's Report**

Dr. Cauthen reported on new and updated agreements, performance, staff contacts and coordination activities, rules and legislative updates, funding updates, and other activity and administrative matters not requiring action by the Board.

**VI. Committee Reports**

**A. Executive/Finance Committee**

**1. Discussion/Possible Action**

**a. Action Item 25-27 DWFS Contract Renewal**

Board staff asked for authorization to begin negotiations for the 2025-2026 contract year with Dynamic Workforce Solutions-TX, LLC subject to compliance of meeting deadlines stipulated in the contract.

Motion made by Executive/Finance Committee  
Seconded by Garvey Jackson  
Motion Passed

**b. Action Item 25-28 Proposed Rebranding/Logo**

Board staff asked for approval of rebranding of Workforce Solutions Deep East Texas, including new logos, colors, and fonts.

Motion made by Executive/Finance Committee

Seconded by Benjamin Mott

Motion Passed

**c. Action Item 25-29 FY'26 Budget**

Board staff asked for approval of the FY 2026 Budget as presented.

Motion made by Executive/Finance Committee

Seconded by Kelli Marshall

Motion Passed

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

**a. Financial Reports for July 2025**

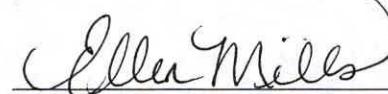
- Statement of Financial Position
- Budget vs. Actual
- Grant Report

Chief Financial Officer, Maribel Soto-Mendoza, provided financial updates for July. On a motion by Tyane Dietz, and a second by Kelli Marshall, the financials were accepted.

**VII. Adjourn**

Ellen Mills adjourned the Board Meeting at 3:54 p.m.

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



*Ellen Mills*  
Ellen Mills, Chair

Attest



*Dara Harmon*  
Dara Harmon, Executive Coordinator