

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

- I. Presiding officer, Chair Ellen Mills, was physically present and called the Executive/Finance Committee Meeting to order at 1:10 p.m.**
- A. After the roll call, Ellen Mills confirmed that a quorum was present:**
Members Present: Tyane Dietz, Garvey Jackson, Gene Lee, Ellen Mills, 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. 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. Discussion and Possible Action**
- A. Action Item 25-09 Strategic Plan**
The Workforce Innovation and Opportunity Act (WIOA) requires that each Board develop a comprehensive four-year local plan in partnership with their chief elected officials.
Motion made by Tyane Dietz
Seconded by Garvey Jackson
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 Gene Lee
Seconded by Tyane Dietz
Motion Passed
- C. Action Item 25-10 Annual Report**
A draft Annual Report was presented that included general overview of special programs and events, highlights from the year, success stories, expenditures, and performance.
Motion made by Tyane Dietz
Seconded by Garvey Jackson
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 Gene Lee
Seconded by Tyane Dietz

Motion Passed

E. From Business Services – No Quorum Action Item 25-04 UI Job Search Contracts

TWC required the Board set the required minimum number of weekly work search contacts for their workforce area that must be reviewed and approved annually. It was determined it would be set at four (4) required job searches.

Motion made by Tyane Dietz

Seconded by Gene Lee

Motion Passed

F. From Business Services – No Quorum – Action Item 25-06 Target Occupations List

WIOA requires each Board develop a comprehensive four-year local plan – with an update after two years. An Economic and Workforce Analysis was completed and resulted in an updated Target Occupations List as well as an In-Demand Industries and Occupations List.

Motion made by Garvey Jackson

Seconded by Gene Lee

Motion Passed

V. Discussion and Acceptance of Financial Reports

A. Financial Reports for January 2025

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

Presentation of the Financial Reports was postponed until the Board Meeting.

VI. Discussion of issues to be brought before the Committee

None

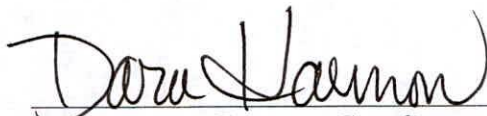
VII. Adjourn

Ellen Mills adjourned the Executive/Finance Committee Meeting at 1:50 p.m.

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

Attest


Ellen Mills, Chair


Dara Harmon, Executive Coordinator