

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

- I. Presiding officer, Chair Ellen Mills, was physically present and called the Executive/Finance Committee Meeting to order at 12:59 p.m.**
- A. After the roll call, Ellen Mills confirmed that a quorum was present:**
Members Present: Joe Clyde Adams, Lisa Balty, Tyane Dietz, Tim Ditoro, Garvey Jackson, Gene Lee, Ellen Mills
- 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:** Scott Amey, Paul Dunn
- II. Public Comments:** None
- III. Discussion/Action: Approval of Minutes – March 11, 2025**
Motion made by Garvey Jackson
Seconded by Joe Clyde Adams
Motion Passed
- IV. Discussion and 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 Tyane Dietz
Seconded by Gene Lee
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 Lisa Balty
Seconded by Joe Clyde Adams
Motion Passed
- C. Action Item 25-18 IT Policy**
Revisionsto Information Security Policy were presented for approval.
Motion made by Gene Lee
Seconded by Lisa Balty
Motion Passed
- D. Action Item 25-17 Employer of Excellence Nominations**
Tabled until next Business Services Committee Meeting.
- E. Action Item 25-16 Diaz, Smith & Associates Monitoring Results**
Tabled until next Executive/Finance Committee Meeting.

V. Discussion and Acceptance of Financial Reports

A. Financial Reports for February & March 2025

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

A brief narrative of the February and March 2025 financials was presented. On a motion by Joe Clyde Adams, and second by Tyane Dietz, the financial reports were accepted. .

VI. Discussion of issues to be brought before the Committee


None

VII. Adjourn

Ellen Mills adjourned the Executive/Finance Committee Meeting at 1:42 p.m.

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

Attest


Ellen Mills, Chair


Dara Harmon, Executive Coordinator