

**Workforce Solutions Deep East Texas
Executive/Finance Committee Meeting Minutes
415 S. First Street, Suite 110B, Lufkin, TX 75901
June 17, 2025**

- I. Presiding officer, Chair Ellen Mills, was physically present and called the Executive/Finance Committee Meeting to order at 1:12 p.m.**
- A. After the roll call, Ellen Mills confirmed that a quorum was present**
Members Present: Tyane Dietz, Tim Ditoro, Garvey Jackson, Gene Lee, Kelli Marshall, 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 if they have a conflict with a specific Action Item and give to Board staff for recordkeeping.**
- C. Welcome of Guests:** Paul Dunn with Dynamic Workforce Solutions, and 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 Garvey Jackson
Seconded by Tyane Dietz
Motion Passed
- IV. Discussion and 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 Tyane Dietz
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 Garvey Jackson
Seconded by Tyane Dietz
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 Garvey Jackson
Seconded by Tim Ditoro
Motion Passed
- D. Action Item 25-20 DS&A Monitoring for Goodwill**
Board Staff recommends accepting the monitoring reports as resolved.
Motion made by Tyane Dietz
Seconded by Tim Ditoro
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, to 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 Garvey Jackson

Seconded by Gene Lee

Motion Passed

V. Discussion and Acceptance of Financial Reports

A. Financial Reports for April 2025

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

Reports were tabled until Board Meeting.

VI. Discussion of issues to be brought before the Committee

None

VII. Adjourn

Ellen Mills adjourned the Executive/Finance Committee Meeting at 2:18 p.m.

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

Attest


Ellen Mills, Chair


Dara Harmon, Executive Coordinator