

**Workforce Solutions Deep East Texas  
Operations Committee Minutes  
415 S. First Street, Suite 110B, Lufkin, TX 75901  
February 11, 2025**

- I. Presiding officer, Chair Joe Clyde Adams was physically present and called the Operations Committee Meeting to order at 12:03 p.m.**
- A. Mr. Adams confirmed that a quorum was present:**
- Members Present:** Joe Clyde Adams, Kerry Ballast, Ashley Courtney, Melody Jenkins, Robert McLeod, Marisa Phillips
- B. Chair Joe Clyde Adams 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 – May 9, 2024**  
Motion made by Ashley Courtney  
Seconded by Melody Jenkins  
Motion Passed
- IV. Discussion and Possible Action**
- A. Action Item 25-02 Tri-Agency Grant for Regional Conveners**  
The Submission for the Tri-Agency Grant for Regional Conveners was presented for approval.  
Motion made by Ashley Courtney  
Seconded by Melody Jenkins  
Motion Passed
- B. Action Item 25-01 Child Care Provider Holidays**  
Board staff recommended that the number of paid provider holidays increase from 9 to 10 holidays per year.  
Motion made by Melody Jenkins  
Seconded by Marisa Phillips  
Motion Passed  
*Ashley Courtney abstained due to a conflict of interest.*
- C. Action Item 25-07 DIR Application**  
Board staff recommending applying for a \$50,000 grant for IT funding. The grant requires a 20% match, indicating that we could use \$10,000 matching funds from the unrestricted funds available.  
Motion made by Ashley Courtney  
Seconded by Melody Jenkins  
Motion Passed

**V. Board Reports**

**A. Regional Convener**

No reporting or discussion.

**B. Student HireAbility Navigator Report**

Student HireAbility Navigator (SHN), Lisa Crawford, reported on activities from Q1 2025.

**C. Child Care Services Report**

Michelle Kennedy reported on the Child Care Services (CCS) program. Ashley Courtney complimented the CCS and Texas Rising Star (TRS) staff during this time of transition with the TX3C system and their constant communication with the local child care providers.

**D. Workforce Report (including RESEA & NDWG)**

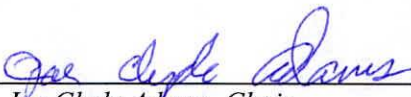
LaTreaser Cartwright, Shakia Roberts, and Jessica Blair reported on Workforce Services.

**VI. Adjourn**

Chair Joe Clyde Adams adjourned the Operations Committee Meeting at 12:36 p.m.

Duly passed and approved on this 13 day of May 2025

Attest

  
Joe Clyde Adams, Chair

  
Dara Harmon, Executive Coordinator