

**WORKFORCE SOLUTIONS NORTHEAST TEXAS  
EXECUTIVE COMMITTEE AGENDA**

**Place: Titus Wellness Center Medical Plaza  
2015 Mulberry Street  
Mount Pleasant, Texas  
&  
ZOOM**

**[https://netxworks-  
org.zoom.us/j/96652279546?pwd=oKRYWUaqIRTx2SQDWEeVsJI7cORSNM.1](https://netxworks-org.zoom.us/j/96652279546?pwd=oKRYWUaqIRTx2SQDWEeVsJI7cORSNM.1)**

**Meeting ID: 966 5227 9546  
Passcode: 445007**

**Toll Free Numbers:**

**833 548 0276  
833 548 0282  
833 928 4608  
833 928 4609  
833 928 4610  
877 853 5257  
888 475 4499**

**April 23, 2025  
9:15 a.m.**

The Texas Open Meetings Act now allows for members of a governmental body to attend a public meeting via a video conference call. The head of the board or commission must be physically present in the designated meeting place and the public must be given access to that meeting space.

- 1.** Call To Order
- 2.** Determination of a Quorum
- 3.** Declaration of Conflict of Interest
- 4.** Reminder of Texas Government Code Chapter 551 regarding open meetings that if a member of the public or of the Board inquires about a subject that is not on the agenda, and for which notice has not been given as required, any discussion of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting.
- 5.** Discussion, consideration and possible action regarding approval of the February 5, 2025 Executive Committee minutes.\*

In accordance with the Americans with Disabilities Act, we invite all attendees to advise us of any special accommodations due to disability. The meeting place is accessible to persons with disabilities. If assistance is needed to participate, please call the office of the Workforce Solutions Northeast Texas (903) 794-9490. Please submit your request as far as possible in advance of the meeting you wish to attend. NOTE: Between regularly scheduled meetings of the Workforce Solutions Northeast Texas Board the Executive Committee may discuss, deliberate, and take all appropriate action on behalf of the Board regarding any matter listed on this Agenda. The Executive Committee may discuss any of the following in closed executive session and have action taken in an open meeting; personnel matters relating to officers and/or employees of the Board, certain consultations with an attorney, discussions about the value or transfer of real property, discussions about security personnel or devices, discussions about prospective gifts or donations, discussion of certain economic development matters.

- 6.** Discussion, consideration, and possible action regarding the interview panel for the Contracted Service Provider.
- 7.** Discussion, consideration, and possible action regarding approval of the lease renewal option for the Texarkana Workforce Center.\*
- 8.** Report and update by the Executive Director and/or staff regarding administrative matters, including internal policies and procedures, customer service issues, status of project assignments, organizational matters, and responsibilities of the Board's departments.
  - Workforce and Child Care Contractor RFP
  - Legislative Update
  - Board Staff Activity
  - Facility Leases
  - Child Care Activity
  - Future Board Meetings
  - Results Infographic\*
  - Local Area Unemployment Statistics\*
- 9.** Announcements
- 10.** Adjourn

Workforce Solutions Northeast Texas  
Executive Committee Minutes

February 5, 2025  
Sulphur Springs Workforce Center & ZOOM  
1513 Houston Street  
Sulphur Springs, Texas  
2:00 P.M.

**Item 1. Call to order**

Ms. Diane Stegall, Workforce Solutions Northeast Texas Board Chair, brought the Executive Committee meeting to order at 2:00 p.m.

**Item 2. Determination of quorum**

A quorum was present.

**Item 3. Declaration of conflict of interests**

None.

**Item 4. Reminder of Texas Government Code Chapter 551 regarding open meetings that if a member of the public or of the Board inquires about a subject that is not on the agenda, and for which notice has not been given as required, any discussion of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting.**

Ms. Stegall reminded the Executive Committee members that discussion of items other than those listed on the agenda is not allowed and a proposal can be made to place the subject on the agenda for a future meeting.

**Item 5. Discussion, consideration, and possible action regarding approval of the September 23, 2024 and January 22, 2025 Executive Committee minutes.**

Mr. Brian Crump made a motion to approve the Executive Committee minutes for September 23, 2024 and January 22, 2025 as presented. Dr. Kevin Rose seconded the motion. All were in favor. None opposed. Motion carried.

**Item 6. Discussion, consideration, and action regarding ratifying items discussed and approved during the January 22, 2025 board meeting.**

- Board minutes of October 23, 2024
- Consent Agenda
- Monthly Financial Reports – October, November, and December 2024
- Amended Budget Fiscal Year 2024
- Weekly Work Search Requirements for UI Recipients
- Workforce Innovation & Opportunity Act (WIOA) Priority of Service Policy
- WIOA Board Plan Program Years 2025-2028

Ms. Tammy Miller made a motion to ratify the items reviewed, discussed, and approved during the January 22, 2025 board meeting. Mr. Crump seconded the motion. All were in favor. None opposed. Motion carried.

**Item 7. Announcements.**

Mr. Randy Reed's Retirement Reception will be held on Thursday, March 6<sup>th</sup> in Mount Pleasant. Additional details will be emailed.

**Item 8. Adjourn**

Workforce Solutions Northeast Texas

Executive Committee Minutes

Ms. Stegall adjourned the Executive Committee meeting at 2:08 p.m.

**Executive Committee Members Present**

Diane Stegall/Board Chair

Amado Azua

Brian Crump

Tammy Miller

Dr. Kevin Rose

**Board Staff Present**

Bart Spivey/Operations Director/Executive

Director Designate

April Corbit/Board Relation Coordinator

4/9/2025

## Justification for Office Relocation and Early Lease Option Renewal

Workforce Solutions Northeast Texas is planning an office relocation which will result in significant cost savings. Based on a current analysis of commercial real estate data, the average asking rent for office space in Texarkana, Texas, is approximately \$10.95 per square foot per year, with rental rates ranging from \$1.00 to \$19.20 per square foot, depending on location, size, and amenities.

### Sources:

- Commercial Cafe: <https://www.commercialcafe.com/office/us/tx/texarkana>

- Commercial Search: <https://www.commercialsearch.com/commercial-property/us/tx/texarkana/1-939-sq-ft-office-building-on-texas-blvd/>

Workforce Solutions Northeast Texas currently leases two facilities in the Texarkana area, the Texarkana Workforce Center and the Board Office. The Board office staff will be relocating to the Texarkana Workforce Center, consolidating the two offices into one. This comes as a result of the current Board lease ending on September 30 2025, and enough available space at the Texarkana Workforce Center to accommodate all Board staff.

By relocating to a new office space that falls within or below the current average market rate, Workforce Solutions anticipates a measurable reduction in annual lease expenditures. This move aligns with our ongoing efforts to optimize operational costs while maintaining a professional and accessible environment for staff and clients.

The relocation is projected to yield annual cost savings of \$95,340 in rent, \$14,064 in utilities, and \$7,896 in repairs and maintenance, totaling \$117,300 in yearly savings. While the Board will pay for its share of the lease at the Texarkana Workforce Center, the cost savings of consolidating the two facilities, impacts both the Board and Contractor.

The anticipated cost savings serve as strong justification to exercise an early renewal option on the proposed lease, securing a favorable rate ahead of potential market fluctuations. Locking in a lease under current conditions not only strengthens our financial position but also provides budget predictability and supports long-term planning.

The current lease at the Texarkana Workforce Center equates to \$1.11/square foot. This is well below the market price to lease office space of a similar size to accommodate all staff. The current lease ends September 30, 2027. A final renewal option is available for 120 months, beginning on October 1, 2027. Exercising this renewal option early will lock in the current lease cost for the time remaining in the existing lease. The additional lease renewal includes two price increases, one for the first five years and one for the second five years,

which equate to \$1.14/square foot and \$1.20/square foot, respectively. These lease costs remain well below current market value, and well below a modest projected annual CPI increase, which is typical in commercial real estate leases.

Bart Spivey

Executive Director

**ADDENDUM NO. 2  
TO LEASE AGREEMENT**

**STATE OF TEXAS           §**  
**§**  
**COUNTY OF BOWIE       §**

This addendum to the lease dated September 12, 2006, is hereby agreed by the parties according to the following modifications:

**Existing Master Lease:** The existing Lease Agreement (“Lease Agreement”) was entered into on September 12, 2006, between Sandefur Properties, LP as Lessor and Northeast Texas Workforce Development Board for the lease of a certain office building located at 1702 Hampton Road, Texarkana, Bowie County, Texas. On September 14, 2007, the Lessor Sandefur Properties, LP sold the real property and assigned the existing Lease Agreement to the Purchaser, David J. Potter, II, now Lessor, subject to the existing lease reference above.

The Lessor and Lessee mutually agreed to amend the Lease on the 9<sup>th</sup> day of August, 2015. Addendum No. 1 to the Lease Agreement amended the lease payments and exercised the Lessor’s first of two options in the Lease. The present monthly lease payment is \$27,861.38. The existing Lease term as extended ends September 30, 2027.

For in consideration of the terms contained herein, mutually bargained for and given in exchange by the parties hereto, the sufficiency of which is hereby acknowledged, David J. Potter II, Lessor, and North East Texas Workforce Development Board, Lessee, AGREE:

**1. Leasehold Improvements:**

The Lessee has requested modifications to the floor plan (See Attachment A). The estimated cost of improvements is \$52,627.32 per the Texas Contracting Company estimated (See Attachment B). Landlord will at Landlord’s sole expense cause the approved modifications to the building floor plan to be completed by August 1, 2025, or sooner.

**2. Exercise and Modification of Paragraph 5 (Renewal Options) and 6 (CPI Escalation Clause) of the Lease Agreement:**

**EXERCISE OF OPTION 2:** Notwithstanding the terms of Paragraphs 5 and 6 of the Lease Agreement to the contrary, the Lessor and Lessee agree that Option #2 for an additional 10 years is hereby exercised by the Lessee and acknowledged by the Lessor, according to the following terms. The parties agree that the schedule of rent shall be as follows:



# RESULTS THAT MATTER

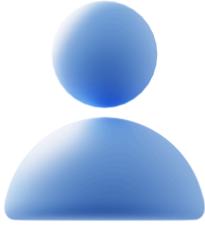
## BUILDING THE WORKFORCE

### PARTICIPANT EARNINGS

Average Wage

**\$7.45**

/hour



ENTERING PROGRAM



EXITING PROGRAM

Average Wage

**\$23.79**

/hour

### TRAINING INVESTMENTS

Every \$1 Invested



\$6.98 Economic Return

Invested in Participants and the Resulting Annual Wages

### LOCAL HIRING FAIRS

Events 6

Employers 131

Job Seekers 479



### EMPLOYER CONNECTIONS



**606**

Total Employers Served by the Business Services Team

### EMPLOYER SOLUTIONS



**2,167**

Total Number of Services Provided to Employers

### EMPLOYMENT ASSISTANCE



**9,777**

Visitors to the 4 Northeast Texas Workforce Centers

[WWW.NETXWORKFORCE.ORG](http://WWW.NETXWORKFORCE.ORG)



Equal Opportunity Employer/Programs

Auxiliary aids and services are available upon request to individuals with disabilities.

Relay Texas 800.735.2989 (TDD) and 711 (Voice)

Serving Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River, and Titus Counties

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Northeast Texas

		March-25				February-25				March-24			
Area	Area Type	Labor Force	Employment	Unemployment	Rate	Labor Force	Employment	Unemployment	Rate	Labor Force	Employment	Unemployment	Rate
Texas	State	15,807,696	15,177,754	629,942	4.0	15,839,371	15,162,847	676,524	4.3	15,512,671	14,903,001	609,670	3.9
Texarkana	MSA	62,759	60,223	2,536	4.0	62,909	60,123	2,786	4.4	61,623	59,114	2,509	4.1
Northeast Texas	WDA	127,956	122,941	5,015	3.9	128,417	122,884	5,533	4.3	126,279	121,254	5,025	4.0
Bowie	County	40,396	38,794	1,602	4.0	40,524	38,771	1,753	4.3	39,591	38,002	1,589	4.0
Cass	County	11,284	10,731	553	4.9	11,233	10,627	606	5.4	11,125	10,565	560	5.0
Delta	County	2,386	2,291	95	4.0	2,419	2,316	103	4.3	2,356	2,264	92	3.9
Franklin	County	5,619	5,431	188	3.3	5,681	5,460	221	3.9	5,479	5,281	198	3.6
Hopkins	County	19,702	19,075	627	3.2	19,803	19,116	687	3.5	19,073	18,464	609	3.2
Lamar	County	23,918	22,962	956	4.0	24,002	22,949	1,053	4.4	23,944	23,017	927	3.9
Morris	County	4,924	4,680	244	5.0	4,992	4,721	271	5.4	4,931	4,673	258	5.2
Red River	County	4,578	4,364	214	4.7	4,611	4,378	233	5.1	4,673	4,465	208	4.5
Titus	County	15,149	14,613	536	3.5	15,152	14,546	606	4.0	15,107	14,523	584	3.9
Paris	City	11,234	10,722	512	4.6	11,271	10,715	556	4.9	11,249	10,747	502	4.5
Texarkana	City	15,510	14,845	665	4.3	15,531	14,837	694	4.5	15,181	14,542	639	4.2