

**WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA**

Place: Titus Wellness Center Medical Plaza

2015 Mulberry Street

Mount Pleasant, Texas

August 27, 2025

9:00 a.m.

&

ZOOM

**[https://netxworks-
org.zoom.us/j/96753432736?pwd=jFZdEy9kdIY2oK63CAMcXjOE1aNRGd.1](https://netxworks-org.zoom.us/j/96753432736?pwd=jFZdEy9kdIY2oK63CAMcXjOE1aNRGd.1)**

Meeting ID: 967 5343 2736

Passcode: 739087

Local Numbers:

[833 548 0276](tel:8335480276)

[833 548 0282](tel:8335480282)

[833 928 4608](tel:8339284608)

[833 928 4609](tel:8339284609)

[833 928 4610](tel:8339284610)

[877 853 5257](tel:8778535257)

[888 475 4499](tel:8884754499)

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 June 25, 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 approval of the lease agreement for the Paris Workforce Center.
- 7.** Discussion regarding the Executive Director performance evaluation.
- 8.** Recess into closed executive session to discuss performance awards to Board employees, as provided for in the Open Meetings Act, Section 551.074 – Personnel Matters.
- 9.** Reconvene open meeting to discuss and take action, if any, on items presented in closed executive session.
- 10.** 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.
 - Board Staff Updates
 - Date/Time of Executive Committee meetings
- 11.** Announcements
- 12.** Adjourn

Workforce Solutions Northeast Texas
Executive Committee Minutes

June 25, 2025
Titus Wellness Center Medical Plaza & ZOOM
2015 Mulberry Street
Mount Pleasant, Texas
9:00 A.M.

Item 1. Call to order

Ms. Diane Stegall, Workforce Solutions Northeast Texas Board Chair, brought the Executive Committee meeting to order at 9:07 a.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 April 23, 2025 Executive Committee minutes.

Ms. Tammy Miller made a motion to approve the Executive Committee minutes for April 23, 2025 as presented. Mr. Amado Azua seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion, consideration, and possible recommendation for action regarding the contract award for Contracted Service Provider.

Mr. Bart Spivey, Executive Director for Workforce Solutions Northeast Texas, reported that Principle Concepts, LLC submitted the only proposal in response to the solicitation. Following the evaluation and interview process, the proposal received a score of 135.2 out of 150. A review of the firm's past performance and fiscal integrity revealed no issues. Based on these findings, staff recommended approval of the proposal.

Mr. Brian Crump made a motion to recommend approval of the contract award for the Contracted Service Provider to Principle Concepts, LLC contingent upon successful negotiations. Dr. Larry Dotin seconded the motion. All were in favor. None opposed. Motion carried.

Item 7. Discussion regarding new board member committee assignments.

- **Patricia (Patty) Boeckmann, Private Sector for Titus County**

Staff recommended Ms. Boeckmann to serve on the External Affairs Committee. Following discussion among the Executive Committee, Ms. Stegall formally appointed Ms. Boeckmann to the committee.

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Item 8. Discussion regarding the FY2026-FY2027 elections.

In accordance with the bylaws, a biennial election is required. All current officers expressed their willingness to continue serving in their respective roles, with the exception of Dr. Kevin Rose, who will be stepping down due to his recent promotion to President of NTCC. Dr. Dotin clarified his willingness to continue serving as an at-large representative. A Nominating Committee will be formed to facilitate the election process, with Dr. Rose serving as Chair. Two additional committee members will be solicited through volunteer requests at the upcoming full board meeting.

Item 9. Discussion, consideration, and action regarding the Report on Audit of Financial Statements and Supplemental Information for the year ended September 30, 2024.

Ms. KiAnn Richardson, Finance Director for Workforce Solutions Northeast Texas, reported that Workforce Solutions Northeast Texas completed its first audit with the new CPA firm, Mike Green, CPA. The audit resulted in a clean opinion, with no findings or questioned costs. It was noted that 63% of expenditures were allocated to direct services, while only 6.4% were spent on administrative costs.

Mr. Crump made a motion approve to recommend approval of the Report on Audit of Financial Statements and Supplemental Information for the year ended September 30, 2024. Dr. Dotin seconded the motion. All were in favor. None opposed. Motion carried.

Item 10. 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.

Mr. Spivey provided the Executive Committee with an update on the following items:

- Facility Updates

The Paris Workforce Center is currently operating under a temporary lease through September 30, following the sale of the building by the State. A Request for Proposals (RFP) for a long-term lease is in progress, with submissions due by August 5. Additionally, the Texarkana Board Office is scheduled to relocate to the Workforce Center on August 7–8. Staff were commended for their coordination and efforts throughout these transitions.

- Texas Workforce Commission (TWC) Monitoring Management Letter

Recent monitoring by TWC resulted in no findings, with only one child care item noted as previously corrected.

- Health and Human Services Commission (HHSC) Management Letter

The Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) program received clean letters from both TWC and the Texas HHSC.

In addition, a cybersecurity review was recently completed.

- Meeting with Congressman Nathaniel Moran

A meeting with Congressman Nathaniel Moran is scheduled for June 30, with the goal of increasing program visibility, demonstrating return on investment, and discussing funding priorities. Efforts are ongoing to schedule similar meetings with

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Representative Pat Fallon and other state officials to continue advocacy and outreach efforts.

- Texas Association of Workforce Boards (TAWB) Update
The TAWB Board voted to contract with the Texas Association of Regional Councils (TARC) to provide administrative and advocacy support for TAWB, effective October 1. This partnership aims to strengthen and restore Texas' leadership role in national workforce policy discussions.
- Workforce Innovation and Opportunity Act (WIOA) Update
New contracts reflect an approximate 15% reduction in funding, totaling around \$450,000. A budget revision is currently in progress, with a focus on preserving direct services despite the shortfall. Additional grants, including PROWD, Texas Education Agency (TEA) and teacher externships, are helping to offset the funding gap and support ongoing program activities.

Item 9. Announcements.

None.

Item 10. Adjourn

Ms. Stegall adjourned the Executive Committee meeting at 10:05 a.m.

Executive Committee Members Present

Diane Stegall/Board Chair
Amado Azua
Tammy Miller
Brian Crump
Dr. Larry Dotin
Adam Routon

Board Staff Present

Bart Spivey/Executive Director
KiAnn Richardson/Finance Director
April Corbit/Project/External Relations Manager