

**WORKFORCE SOLUTIONS NORTHEAST TEXAS
EXECUTIVE COMMITTEE AGENDA**

Place: Sulphur Springs Workforce Center

1513 Houston Street

Sulphur Springs TX 75482

October 7, 2025

9:00 a.m.

&

ZOOM

<https://networks-org.zoom.us/j/91310988255?pwd=iiiFz6tfGFx4b2f70DZiq42cNxIYBC.1>

Meeting ID: 913 1098 8255

Passcode: 706361

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 August 27, 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 regarding the Executive Director performance evaluation.*
7. Discussion regarding External Affairs Committee Chair position.
8. Discussion regarding new board member committee assignments.
 - Kippie Hartcraft, Director – Texarkana College Adult Basic and Continuing Education
 - i. Regional Adult Education Seat
 - Brandon Washington, VP of Operations and Dean of Workforce
 - i. Regional Post-Secondary Education Seat
 - Zack Willhite, Maintenance and Construction Supervisor, Oncor Electric
 - i. Private Sector, Lamar County
9. 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.
 - TAWB
 - Results of Board Member Survey*
 - Child Care Activity
 - Awards Luncheon
10. Announcements
11. Adjourn

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August 27, 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 9:00 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 June 25, 2025 Executive Committee minutes.

Mr. Brian Crump made a motion to approve the Executive Committee minutes for June 25, 2025 as presented. Ms. Tammy Miller seconded the motion. All were in favor. None opposed. Motion carried.

Item 6. Discussion, consideration, and possible action regarding approval of the lease agreement for the Paris Workforce Center.

The committee reviewed the status of the Paris Workforce Center, which was formerly state-owned and sold in early 2025 to Mr. Wayne Cooper, who also owns the Sulphur Springs Workforce Center. The current short-term lease is set to expire in September. A proposal was presented for a 10-year lease agreement with Mr. Cooper at a rate of \$11,871 per month, equivalent to \$21.25 per square foot. A market analysis conducted through the State Leasing Office confirmed that the proposed rate aligns with comparable lease rates in the area. It was noted that no other properties of similar size are available in the Paris market, and constructing a new facility would result in significant relocation costs and require compliance modifications.

The Paris Workforce Center remains a critical asset, operating as the second most active center in the region with 3,748 in-person visits year-to-date, averaging approximately 115 visits per week. The facility currently houses 13 Workforce employees, 5 Vocational Rehabilitation (VR) staff members, and 1 representative from the Texas Veterans Commission (TVC). It also regularly hosts hiring events and serves as a key hub for Lamar County and neighboring communities. During discussion, members acknowledged that the proposed lease rate is higher than rates for other facilities, citing increased appraisal values, location advantages, and current interest rate trends. Negotiation attempts were made; however, the owner remained firm on the price,

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supported by market comparable. Cost-sharing arrangements will continue with VR and TVC contributing proportional amounts based on square footage and staffing. The proposed lease also includes protective provisions such as annual CPI-based rate adjustments and an exit clause in the event of funding reductions. Savings from the relocation of the Board Office to the Texarkana Workforce Center are expected to offset increased lease costs, as well.

Dr. Larry Dotin made a motion to approve the lease agreement for the Paris Workforce Center. Mr. Amado Azua seconded the motion. All were in favor. None opposed. Motion carried.

Item 7. Discussion regarding the Executive Director performance evaluation.

The annual evaluation process is scheduled for December 2025. Dr. Kevin Rose, the outgoing secretary, will complete the evaluation form for the prior year. Following his departure, responsibility for overseeing the evaluation process will transition to the incoming secretary.

Mr. Bart Spivey, Executive Director for Workforce Solutions Northeast Texas, requested the opportunity to present an overview of accomplishments at the October meeting, preferably in a verbal format, with the members expressing support for this approach.

Item 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.

Ms. Stegall recessed the Executive Committee into closed executive session to discuss performance awards to Board employees, as provided for in the Open Meetings Act, Section 551.074 – Personnel Matters at 9:15 a.m.

Item 9. Reconvene open meetings to discuss and take action, if any, on items presented in closed executive session.

Ms. Stegall reconvened the open meeting to discuss and take action, if any, on items presented in closed executive session at 9:47 a.m.

Ms. Miller made a motion to approve a 2% one-time performance award for all board employees with additional performance awards provided to specific board staff as recommended by the Executive Director. 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:

- Board Staff Updates

Ms. KiAnn Richardson, Finance Director for Workforce Solutions Northeast Texas, has assumed oversight of policy development, procedural compliance, and process improvement initiatives. Additionally, Ms. Emily Newsome, Manager of Business and Education Initiatives, has been appointed as Business Service Manager, taking on responsibilities previously held by the Executive Director. Ms. Newsome is currently attending the National Association of Workforce Development Professionals' Business Services Academy in Denver. Her role is expected to drive significant improvements to the business services model at both the board and contractor levels.

- Date/Time of Executive Committee meetings

Members discussed adjusting the Executive Committee meeting schedule to provide additional preparation time ahead of full board meetings. By consensus, it was agreed to

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begin holding Executive Committee meetings two weeks prior to board meetings, on Tuesdays at 9:00 AM, starting in October. Members agreed that this change would improve efficiency while accommodating existing schedules.

Item 11. Announcements.

The Texas Workforce Commission (TWC) Annual Conference is scheduled for December 3–5, 2025, and will be held for the first time at the Corpus Christi Convention Center. Three attendance slots are available for representatives, and travel costs will be reimbursed up to the equivalent cost of driving, with air travel covered only if it is cost-neutral. It was also noted that the conference venue is not located within the host hotels; however, shuttle service will be provided.

Item 12. Adjourn

Ms. Stegall adjourned the Executive Committee meeting at 9:58 a.m.

Executive Committee Members Present

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

Board Staff Present

Bart Spivey/Executive Director
April Corbit/Project/External Relations Manager

Guests

Patty Boeckmann



Policy Number	1.0.1209B.02
Effective Date	December 16, 2009
Revision Date	March 27, 2013; January 28, 2015
Distribution Date	

1 **TITLE:**
2 Performance Evaluation of the Executive Director
3

4 **RESPONSIBLE STAFF:**
5 Workforce Solutions Northeast Texas Executive Committee
6

7 **DEFINITIONS:**
8 None
9

10 **POLICY STATEMENT:**
11 Workforce Solutions Northeast Texas is committed to fair, clearly stated, and supportive
12 relationships between the organization and its chief executive.
13

14 **POLICY REQUIREMENTS:**
15 The Board of Directors of Workforce Solutions Northeast Texas has one Chief Executive staff
16 position: Executive Director. The Executive Director reports to the board of directors via the
17 Chairman of the Board and is responsible for the day-to-day operations of the organization.
18 The Board of Directors, through its Chairman and Executive Committee, has the authority and
19 responsibility to administer the annual evaluation of the Executive Director.
20

21 The purpose of the annual evaluation is to evaluate the performance of the Executive Director.
22 A better than average performance may be recognized by the Board of Directors through
23 positive action. A lesser than average performance requires the Executive Director to give
24 acceptable explanations; as well as, initiation of prompt corrective measures in the form of a
25 professional development plan approved by the Executive Committee.
26

27 The Executive Committee members are charged with the evaluation of the Executive Director.
28 At the beginning of the evaluation process an email will be sent to the Full Board advising them
29 of the start of the evaluation process for the Executive Director and advising them to forward all
30 comments they have, positive or negative, to the Board Secretary. The Board Secretary will be
31 charged with forwarding those comments to the remainder of the Executive Committee for their
32 use in completing the evaluation.
33

34 The members of the Executive Committee will complete the annual Executive Director
35 evaluation by the anniversary date of the Executive Director.
36

37 The Executive Committee will establish the evaluation and any weighted criteria in consultation
38 with the Executive Director.
39

40 The Evaluation Form is to be used for collection of input and will allow for standard ratings and
41 space for written comments. The Evaluation Form and the Executive Director's job description
42 will be distributed electronically to every member of the Executive Committee with instructions
43 on how to complete the form and when and where to submit the form.

44
45 The results of the feedback from the Executive Committee's scoring will comprise the Executive
46 Director's Evaluation.

47
48 The evaluation is then presented to the Executive Director.

49
50 The Executive Director will have one week to review the evaluation and develop written
51 comments, if any, in response to it. These comments will be submitted to the Executive
52 Committee.

53
54 If the Executive Director has expressed any disagreement in writing, the evaluation will be
55 discussed with him/her during a closed session with the Board of Directors at the next meeting.
56

57 The Board of Directors will review and accept or reject the evaluation or any portion thereof as
58 developed by the Executive Committee. This process will not take longer than sixty (60) days.
59

60 The evaluation, once approved by the Board of Directors, is then presented to the Executive
61 Director for his/her files and to the ED Personnel File.

62
63 **TIMELINE**

64 The Executive Directors job description and evaluation form will be distributed to the Executive
65 Committee for information. The Executive Committee will have one week to respond with their
66 review and comments.

67
68 The Evaluation will be presented to Executive Director in a closed session at the next Executive
69 Committee meeting.

70
71 Response by Executive Director, if any, regarding the evaluation will be reviewed with the
72 Executive Committee within one week. If no resolution can be reached, the Executive Directors
73 evaluation will be placed on the agenda for the full Board at their next meeting. This review of
74 the evaluation will take place in closed Executive Session. The decision of the full board will be
75 the final decision on the Executive Director's evaluation. This process will conclude no later
76 than sixty (60) days from the start of the evaluation process.

77
78 **REASONS FOR POLICY:**

79 The purpose of this policy is to provide guidelines on how to complete the annual performance
80 evaluation for the Executive Director.

81
82 **REFERENCES:**

83 Open Meetings Act
84 Public Information Act

85
86 **EXCLUSIONS:**

87 None

88
89 **CONTACTS:**

90 Workforce Solutions Northeast Texas Chairman of the Board

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93 **ATTACHMENTS:**

94 None.

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96 **DISTRIBUTION:**

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98 X Board Board Staff Contracted Staff

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Reviewed by EEO Officer _____

Date _____

Board Member Survey Results (2025)

Prepared for Workforce Solutions Northeast Texas Board

Information of Interest During Board Meetings

Category	Mentions
Employment engagement & industry needs	15
Workforce & labor market data	14
Success stories & customer impact	12
Legislative & policy updates	11
Performance metrics & outcomes	7
Information from other Board members	6

Topics to Spend More Time On

- Programs and Acronyms
- Are employers staffing
- Local community updates
- Top skills needed in the area
- Client/participant testimonials
- Solutions for performance measures (not just reporting)

Topics to Spend Less Time On

None reported

Helpful Early Information for New Board Members

- Clear expectations of board members' roles.
- Committee and board meeting agendas.
- Board orientation and contractor group insights (e.g., child care program details).
- Workforce goals and objectives overview.
- Training on expectations and meeting flow.
- List of workforce programs with summaries.
- Understanding board purpose and member roles.
- Onboarding packet; annual conference attendance encouraged.
- Guidance on how members can assist with events like job fairs.

- Resources such as a binder or PDF outlining board requirements.
- How their role impacts the sector they represent.

Quarterly Newsletter Preferences

Category	Mentions
Events & initiatives	14
Labor market data	13
Employer partnerships	13
Program updates	10
Staff profiles	6
Board member profiles	4

Preferred Outside Speakers at Board Meetings

Speaker Type	Mentions
Local employers/industry leaders	14
Education & training providers	13
Economic development leaders	12
Workforce program participants (success stories)	9
State & federal workforce representatives	9

Suggestions to Improve Board Meetings

- Invite County Judges to share insights on labor force, economic development, and growth.
- Share additional workforce participant success stories (impact of TWC training).
- Identify what worked, what could be improved, and lessons learned.

Additional Comments

- Consider rotating meetings across the nine counties with opportunities to tour local sites (industries, child care, businesses connected to workforce programs).
- Members feel the board has a strong range of representation and active engagement, sharing beneficial information for their areas.