

**WORKFORCE SOLUTIONS NORTHEAST TEXAS  
EXECUTIVE COMMITTEE AGENDA**

**Place: Sulphur Springs Workforce Center**

**1513 Houston Street**

**Sulphur Springs TX 75482**

**December 10, 2025**

**10:15 a.m.**

**&**

**ZOOM**

**<https://netxworks-org.zoom.us/j/93855200843?pwd=DPaCNFyczDPMkKTnbbxpTmSbS5wEGi.1>**

**Meeting ID: 938 5520 0843**

**Passcode: 703702**

**Toll-Free 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 October 7, 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.** Recess into closed executive session to discuss and consider the performance evaluation of the Executive Director, as provided for in the Open Meetings Act, Section 551.074 – Personnel Matters.
- 7.** Reconvene open meeting to discuss and take action, if any, on items presented in closed executive session.
- 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.
  - Funding
  - January Board Meeting – Awards Luncheon
  - Annual Report
  - TWC Commissioner Brent Connett Visit
  - Performance
- 9.** Announcements
- 10.** Adjourn

Workforce Solutions Northeast Texas  
Executive Committee Minutes

October 7, 2025  
Sulphur Springs Workforce Center & ZOOM  
1513 Houston Street  
Sulphur Springs, 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 9:05 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 August 27, 2025 Executive Committee minutes.**

Ms. Tammy Miller made a motion to approve the Executive Committee minutes for August 27, 2025 as presented. Mr. Amado Azua seconded the motion. All were in favor. None opposed. Motion carried.

**Item 6. Discussion regarding the Executive Director performance evaluation.**

Ms. April Corbit, Project/External Relations & Human Resources Manager for Workforce Solutions Northeast Texas, reviewed the established policy for conducting the Executive Director's annual evaluation. According to the policy, the evaluation takes place each year on the Executive Director's employment anniversary, which, in this case, is December 1. In early November, an email will be sent to the full board requesting both positive and negative comments, with all responses directed to the Board Secretary, Mr. Derald Bulls. Members of the Executive Committee will be provided with the Executive Director's job description, the evaluation form, and any comments submitted by the full board. Committee members will then have one week to complete their evaluations. A closed session will be scheduled to discuss the evaluation results with the Executive Director and/or Human Resources Manager. The process may extend past December 1<sup>st</sup> with a retroactive effective date noted. Once finalized, the results and recommendations from the Executive Committee will be presented to the full board for final approval during the January board meeting.

## Workforce Solutions Northeast Texas

### Executive Committee Minutes

Mr. Bart Spivey, Executive Director for Workforce Solutions Northeast Texas, provided a comprehensive overview of major accomplishments from the past year, highlighting steady progress on the 2025–2028 Strategic Plan and stronger board engagement through individual meetings and a feedback survey. He noted significant partnership activity with regional economic developers and Texas A&M–Texarkana, as well as improved communication with the workforce service provider through reinstated bi-monthly meetings.

He reported increased use of technology—including AI tools—and staff development efforts across leadership, Information Technology (IT) security, business services, and youth programs. Major projects completed included the office relocation, contractor Request for Proposals (RFP) processes, and the sale and renewed lease of the Paris Workforce Center. Mr. Spivey also described several grant applications in progress, advocacy efforts with federal representatives, and expanded public relations activities, including the launch of a regional newsletter.

A staff survey identified opportunities for improved clarity, communication, and recognition, while also acknowledging Mr. Spivey’s positive and supportive leadership style. He highlighted September as an especially active month with extensive partner engagement, youth events, rapid response efforts, training activities, and statewide coordination.

Committee members requested the full summary be included as supplemental documentation for the Executive Director evaluation.

#### **Item 7. Discussion regarding External Affairs Committee Chair position.**

Ms. Corbit noted that Dr. Kevin Rose has stepped down from the Executive Committee and is therefore no longer able to serve as Chair of the External Affairs Committee. The committee discussed the responsibilities of the role, which include participating in a brief Zoom meeting prior to each full board meeting, providing the committee report during full board meetings, and completing minimal preparation, as most support is handled by the staff liaison. Following this discussion, Mr. Adam Routon volunteered to serve as the new External Affairs Committee Chair, and the committee expressed its appreciation for his willingness to assume the role.

#### **Item 8. Discussion regarding new board member committee assignments.**

Mr. Spivey reported that three new board members are currently pending approval from the Texas Workforce Commission (TWC). Ms. Kippie Hartcraft of Texarkana College, representing Adult Education, and Mr. Zach Wilhite of Oncor Electric, representing the Private Sector for Lamar County, are both included on the October 7<sup>th</sup> TWC agenda. Mr. Brandon Washington of Texarkana College, representing Post-Secondary Education, has been delayed to the next TWC meeting. Staff’s recommendations for committee assignments include: Ms. Hartcraft and Mr. Washington joining the External Affairs Committee, and Mr. Wilhite joining the Internal Affairs Committee.

Following a short discussion, the Board Chair and members agreed to staff’s recommendations.

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These assignments will take effect once TWC approval is received.

**Item 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.**

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

- **Texas Association of Workforce Boards (TAWB)**

The planned collaborative agreement with Texas Association of Regional Council of Governments (TARC) is currently delayed due to the departure of both the TARC Executive Director and Michael Parks, a key advocate from the Brazos Valley Board. As a result, TAWB is in a temporary holding pattern. The next TAWB meeting has been scheduled, and further updates will be provided as they become available.

- **Results of Board Member Survey**

The results of the board member survey indicated strong value and offered clear guidance for enhancing the onboarding process for new board members and for board meeting structure.

- **Child Care Activity**

The Child Care Program received an additional \$1 million in funding for the year. Current enrollment is approximately 1,600, with a target of 1,843. After a full year of waitlisting caused by over-enrollment, the program is now actively enrolling new participants. Child Care Quality Funds continue to support training, curriculum, equipment, and staff incentive stipends, the latter being the most frequently requested use by child care providers.

- **Awards Luncheon**

The annual awards luncheon will be held at Region 8 ESC, with several planned updates to the format, including additional awards, reduced speaking time and expanded recognition of customers and partners. TWC Chairman Joe Esparza is expected to attend as a special guest, pending confirmation of his schedule. Sponsorship requests will be distributed soon.

TWC notified boards of potential delays in federal funding availability, which may range from four to six weeks depending on the program. If a federal shutdown extends into November, furloughs may become necessary and service interruptions could occur. At this time, however, all programs are operating normally.

**Item 10. Announcements.**

Conflict of Interest Training, which is required by TWC, was due on September 30, and Ms. Corbit will assist any members who are experiencing difficulty accessing the system.

**Item 11. Adjourn**

Ms. Stegall adjourned the Executive Committee meeting at 9:56 a.m.

Workforce Solutions Northeast Texas

Executive Committee Minutes

**Executive Committee Members Present**

Diane Stegall/Board Chair

Amado Azua

Derald Bulls

Brian Crump

Tammy Miller

Adam Routon

**Board Staff Present**

Bart Spivey/Executive Director

April Corbit/Project/External Relations Manager