

**Deep East Texas Local
Workforce Development Board, Inc.
Board Meeting Notice**

Date: January 11, 2011
Time: 2:30 P.M.
Place: 539 South Chestnut, Suite 300
Lufkin, Texas 75901

AGENDA

(Conflict of Interest Reminder)

No staff or Workforce Board member may take part in reviewing, discussing or any other action on any proposal submitted by an agency or individuals if that staff or Workforce Board member is an officer, employee, director, or any member of the staff or Workforce Board member's family is the same, or has direct or indirect interest in a proposal, including through family or business ties. This conflict of interest policy shall apply to all other transactions wherein a staff or Workforce Board member has a private or business interest that may conflict with the best interests of the Board.

Items may not be considered in the order they appear.

- I. Call to Order.....Garvey Jackson
 - Verify Quorum.
 - Conflict of Interest Reminder
 - Welcome Guests and New Members
- II. Discussion/Action: Approval of Minutes of November 9, 2010 (Pages 1-4).....Garvey Jackson
- III. Public Comments.....Garvey Jackson
- IV. Information Items.....Garvey Jackson
 - Recognition of Regional Employer of Excellence E-Tech Inc.
 - Recognition of Retiring Board Members
 - Recognition of Board Staff 10 Years of Employment
- V. Board Member Comments on Activity in their respective areas.....Garvey Jackson
- VI. Executive Director's Report.....Charlene Meadows
 - 1. Contracts/Agreements
 - 2. Performance
 - 3. Contacts and Coordination Efforts
 - 4. Rules and Legislation Update
 - 5. Other Activity and Administrative Matters not Requiring Action by the Board
- VII. Committee Reports
 - Business Services Committee.....Tyane Dietz
 - 1. Committee Activity/Briefing Items
 - a. Briefing Item 10-52: Manufacturing Skills Standards (Pages 5-12)
 - b. Briefing Item 10-53: Synchronist User Forum (Pages 13-14)

- 2. Area Business Layoffs and Openings
- 3. Discussion/Possible Action
 - a. Action Item 11-02: Annual Review of Weekly Work Search Requirements for UI Claimants (Page 15)
- Operations Committee.....David Hailey
 - 1. Committee Activity/Briefing Items
 - 2. Discussion/Possible Action
 - a. Action Item 11-01: Shelby County Workforce Center Location Procurement (Pages 17-18)
 - b. Action Item 11-04: Recoupment of Fees from Parents when Care is Terminated with Unrecorded/ Swipes in the Child Care Automated Attendance System (Page 19)
 - c. Action Item 11-03: Revised E-Policy (Page 21)
- Finance Committee.....Jerry Whitaker
 - 1. Committee Activity/Briefing Items
 - 2. Discussion/Acceptance
 - Balance Sheet November 30, 2010 (To be provided)
 - Statement of Revenue and Expenditures November 30, 2010 (To be provided)
 - 3. Discussion/Possible Action
- Executive Committee.....Garvey Jackson
 - 1. Committee Activity/Briefing Items
 - 2. Discussion/Possible Action
 - a. Any Time-Sensitive item(s) brought for action by the Executive Committee due to another committee's inability to meet and take action
- VIII. Adjourn.....Garvey Jackson

Auxiliary services and aids are available to persons with disabilities by contacting the Workforce Board office at 936-639-8898 or 539 S. Chestnut, Suite 300, Lufkin, Texas prior to the meeting. Hearing impaired may use Relay Texas 1-800-735-2989.