

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

Date: January 11, 2011  
Time: 1:00 P.M.  
Place: 539 South Chestnut, Suite 300  
Lufkin, Texas 75901

**AGENDA**

(Conflict of Interest Reminder)

No staff or Workforce Board member may take any 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'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 interest of the Board.

**Items may not be considered in the order that they appear.**

- I. Call to Order.....Tyane Dietz
  - Verify Quorum
  - Conflict of Interest
  
- II. Discussion/Action: Approval of Minutes of September 14, 2010 (attached).....Tyane Dietz
- III. Public Comments.....Tyane Dietz
- IV. Information Items .....Tyane Dietz
- V. Briefing Items For Discussion:
  - 1. Briefing Item 10-52: Manufacturing Skills Standards (Pages 5-12).....Marilyn Hartsook
  - 2. Briefing Item 10-53: Synchronist User Forum (Pages 13-14).....Marilyn Hartsook
- VI. Discussion/Possible Action
  - 1. Action Item 11-02: Annual Review of Weekly Work Search Requirements for UI Claimants (Page 15).....Marilyn Hartsook
- VII. Reports
  - 1. Contractor Business Services Update.....Jon Bunn
  - 2. Layoff, Rapid Response, and Business Openings Activity (to be provided).....Marilyn Hartsook
  - 3. Labor Market Information (Pages 29-31).....Marilyn Hartsook
  - 4. Business Services Oversight Summary (To be provided).....Marilyn Hartsook
- VIII. Adjourn.....Tyane Dietz