

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

Date: November 8, 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 October 11, 2011 (Pages 1-3).....Garvey Jackson
- III. Public Comments.....Garvey Jackson
- IV. Information Items.....Garvey Jackson
- V. Board Member Comments on Activity in their respective areas.....Garvey Jackson
- VI. Executive Director's Report.....Charlene Meadows
 - 1. Performance
 - 2. Contracts and Agreements
 - 3. Contacts/Coordination
 - 4. Rules and Legislation Update
 - 5. Other Activity and Administrative Matters not requiring Action by the Board
- VII. Presentation by Workforce Center Operator on FY 2011 Activities/Outcomes.....Maria Kassabaum
- VIII. Committee Reports
 - Business Services Committee.....Tyane Dietz
 - 1. Committee Activity
 - 2. Area Business Layoffs and Openings

- 3. Discussion/Possible Action
- Operations Committee.....David Hailey
 - 1. Committee Activity
 - 2. Discussion/Possible Action
- Finance Committee.....Jerry Whitaker
 - 1. Committee Activity
 - 2. Discussion/Acceptance
 - Balance Sheet September 30, 2011 (Page 5)
 - Statement of Revenue and Expenditures September 30, 2011 (Pages 7-8)
- Executive Committee.....Garvey Jackson
 - 1. Committee Activity
 - 2. Discussion/Possible Action
 - a. Action Item 11-33: Update to Information Technology Policy to Include Social Media and other changes (To be provided)
 - b. Any Time-Sensitive items(s) brought for action by the Executive Committee due to another Committee's inability to meet and take action
 - c. Briefing Items
 - 1. Results of Monitoring of Child Care Contractor- NCI
 - 2. Resolution of Board's 2010 Audit with Texas Workforce Commission

Possible Closed Session Pursuant to Government Code 551.074 (a) (1)

- Evaluation of the Executive Director's Performance

Open Session

- Action, if any, as a result of Closed Session

IX. Adjourn.....Garvey Jackson