

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

**Revised Agenda**

Date: September 13, 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 July 12, 2011 (Pages 1-10).....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. Contracts/Agreements
  - 2. Performance and Reports on TWC and Internal Monitoring Reports- Fiscal Year 2011
  - 3. Local Veterans Representative Award Recognition
  - 4. Contacts and Coordination Efforts
  - 5. Rules and Legislation Update
  - 6. Funding
  - 7. Other Activity and Administrative Matters not requiring Action by the Board
- VII. 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
    - a. Action Item 11-30: Amendment to Parent Share of Child Care Cost (To be provided)
    - b. Action Item 11-25: Training Provider Applications (Pages 11-12)
    - c. Action Item 11-27: 1863 Solutions Contract Renewal for Management of Workforce Center Operations (Page 13)
    - d. Action Item 11-28: NCI Contract Renewal for Management of Child Care Services Operations (Page 15)
- Finance Committee.....Jerry Whitaker
  - 1. Committee Activity
  - 2. Discussion/Acceptance
    - Balance Sheet July 31, 2011 (Page 41)
    - Statement of Revenue and Expenditures July 31, 2011 (Pages 43-45)
- Executive Committee.....Garvey Jackson
  - 1. Committee Activity
  - 2. Discussion/Possible Action
    - a. Action Item 11-29: Fraud Policy Revision (Pages 17-38)
    - b. Action Item 11-26: Award of Auditor Contract (Page 39)
    - c. Any Time-Sensitive items(s) brought for action by the Executive Committee due to another Committee's inability to meet and take action

***Possible Closed Session Pursuant to Government Code Section 551.074***

- Discussion with Executive Director regarding Board Staffing for FY 2012

***Open Session***

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

VIII. Adjourn.....Garvey Jackson