

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

Date: January 10, 2012  
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 December 13, 2011 (Pages 1-4).....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. Election of Officers for 2012-2014.....Garvey Jackson
- VII. Review of By-Laws/Possible Amendments.....Garvey Jackson
- VIII. 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
- IX. 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 12-01: Child Care Transfer Policy (Page 5)
      - b. Action Item 12-02: Priority of Service Policy (To be provided)
      - c. Action Item 12-03: Training Provider Applications (Pages 7-8)
  - Finance Committee.....Jerry Whitaker
    1. Committee Activity
    2. Discussion/Acceptance
      - Balance Sheet November 30, 2011 (Page 9)
      - Statement of Revenue and Expenditures November 30, 2011 (Pages 11-14)
  - Executive Committee.....Garvey Jackson
    1. Committee Activity
    2. Discussion/Possible Action
      - a. Action Item 12-04: Renewal of Health & Dental Insurance (To be provided)
      - b. Consideration of Expansion of Child Care Services Administration Office Space in Jasper
    3. Update on Status of:
      - a. 2011 Audit Resolution with Texas Workforce Commission
      - b. 2012 Audit by Alexander, Lankford, & Heirs
    4. Discussion with Staff on 2011-2012 Contracts with Neighborhood Centers, Inc. and 1863 Solutions, Inc., (Contracts to be provided by email)
    5. Any time-sensitive item(s) brought for action by the Executive Committee due to another Committee's inability to meet and take action.....Garvey Jackson
- X. 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.