

Deep East Texas Local Workforce Development Board, Inc.  
Workforce Center Committee  
Meeting

Date: **Thursday, March 18, 2004**

Time: **1:00 p.m.**

Place: Board Office - Meeting Room  
1316-C S. John Redditt  
Lufkin, Texas 75904

**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.

- I. Call to Order.....Dr. Leon Hallman
  - Verify Quorum
  - Conflict of Interest
- II. Action Item: Approval of Minutes of January 23, 2004 (page 2-5)..... Dr. Leon Hallman
- III. Information Items.....Dr. Leon Hallman
- IV. Reports
  - 1. Performance and Expenditures .....Charlene Meadows
  - 2. Job Service/Job Matching Report (Handout).....Marilyn Hartsook
  - 3. Rapid Response & Lay-Off Information .....Jon Bunn
  - 4. Contract Management Reports..... Marilyn Hartsook
    - Goodwill Industries Job Search/Job Readiness
    - National Emergency Grant (NEG)
    - Incumbent Worker Training
    - Workforce Center Operations
  - 5. Workforce Center Operator Report.....Marian West
- V. Discussion/Possible Action:
  - 1. Training Provider Applications , Action Item 04-19(page 19-20).....Sarah Milligan
  - 2. Individual Referral Applications.....Sarah Milligan
  - 3. Targeted Occupation List 2004-2005 Action Item 04-20(page 21-22).....Marilyn Hartsook
  - 4. Incumbent Worker Training- new funds Action Item 04-21(to be provided).....Marilyn Hartsook
  - 5. Work in Texas Update.....Charlene Meadows
  - 6. Policy Issues.....Marilyn Hartsook
  - 7. Contract Issues.....Charlene Meadows
    - Job Search/Job Readiness Functions
  - 8. Grant Opportunities.....Charlene Meadows
  - 9. Workforce Center Facilities.....Charlene Meadows
- VI. Adjourn.....Dr. Leon Hallman